

Work-Study Title: Ascentria Ambassador
Department: CLP Community Service
Reports to: Eugene Durkee, Director CLP
Length of Employment (check one) Fall ____ Spring ____ Both ____

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|----------------------------|
| Position #: 502F5 |
| Category: Student |
| Pay rate: \$8.25/hr |
| Office Use Only |
| ID: |

Student Name:

Hours Required

3-4 hour blocks of time required. Days and hours are flexible.

Position Purpose

Assist new Americans/refugees in adjusting to life in the U.S.

Motivations/Interests/Skills Required

Ideal candidate would be:

- Flexible.
- Willing to try new things with an open mind.
- Accepting of others different from oneself.
- Self starter.
- Self managed. Able to grasp a concept and fill in the holes (I am not a micro manager. Common sense is required).
- Pays attention to detail. Would be thorough with case noting and state approved paperwork (we will train).
- Organized.
- Not afraid to attempt communication with someone with limited English.
- Able to do a mix of grunt work (apartment set up) and desk work (paperwork/case noting)

Duties & Responsibilities

Sample tasks might include:

- Help manage the transition of a refugee family into American life: Sign up family for social services (food stamps, social security card, state ID); Complete required paperwork and case notes on the family; Introduce family to American-style grocery shopping; introduce family to other daily routines in the U.S.; Help set up apartment set up before the arrival of the family.
- Work with the state healthcare system to coordinate appointments for new Americans; transport families to health appointments; perform initial health intake of preexisting conditions.
- Teach new refugees the art of resume writing; help new refugees apply for jobs and prepare for interviews; teach basic budgeting and financial literacy skills, including how to open and use bank accounts.
- Assist staff with apartment set-ups for new Americans.

Benefits to Student Employee

1. Experience with other people, cultures and languages.
2. Insight into the management and operations of a non-profit agency.

Supervision

Student will be supervised by Lutheran Social Services staff.

Supervisor's Signature

Date

Student's Signature

Date

Student Financial Services

Date

Site Contact

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