

*AGENCY NAME*

MEMBER SERVICE DESCRIPTION

*(Insert agency logo top left corner)*

**NOTE: All information included in the position description is considered a supplement to the Trident United Way job description. This is a guide for you to create your pd for the service activities. Please be detailed.**

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**Position: AmeriCorps Family Navigator**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Service Term: August 15, 2022 to July 31, 2023**

**Service Hours:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Summary:** *Insert Description Here*

**Essential Functions:** *(Insert key responsibilities below using format provided in red text)*

**I. (EXAMPLE FORMAT) Customer In-Take Assessments and Referrals**

* **Assess client needs in one-on-one consultation**
* Conduct one-on-one assessment with clients using information from an in-take form
* Provide overview of available services and procedures for utilizing services
* Promote education sessions and refer interested individuals for sign-up in Prosperity Centers and in partner agency sites as appropriate

 **Additional Responsibilities** *(Insert additional responsibilities not included in TUW position description)*

* Provide high quality customer service to assist individuals in need with accessing work supports (i.e. public benefits), referrals and other resources that help families become financially stable
* Must maintain strict customer, staff and partner confidentiality for all personal information and documentation

**Training Responsibilities:** *(Insert additional training responsibilities not included in TUW position description)*

**Required Skills:** *(Insert additional skills not included in TUW position description)*

**Required Testing and Documentation** *(Insert additional testing /documentation not included in TUW position description)*

**Reasonable Accommodations:** *(Organization statement on accommodations for individuals with disabilities)*