

VISTA Assignment Description (VAD)

AmeriCorps VISTA: Zachary Bertrand Balomenos	
Member ID: 1284805	Effective Dates: 02/22/2016 - 02/20/2017
Title: Employment Support Specialist	
Sponsoring Organization: Catholic Charities USA Project Name: CCUSA New Americans Project Number: 15VSANJ007 Project Period: 09/06/2015 - 10/29/2016	
Site Name (if applicable): Catholic Charities Maine Refugee and Immigration Services	
Focus Area(s) Primary: Economic Opportunity Secondary: Capacity Building	

VISTA Assignment Objectives and Member Activities

Goal of the Project: To help ensure that newly arrived refugees have access to employment supports and microfinance opportunities, the VISTA Employment Support Specialist will work with Employment Case Managers to increase the capacity of the program to support refugee in becoming self-sufficient. They will do this by: 1. Piloting employment programming (such as a Job Club). 2. Outreach to employers to build and maintain strong relationships. 3. Act as an administrative aide to Employment Services. 4. Work with clients to assess the need for and interest in a 'World Shoppe' in partnership with the Catholic Charities thrift store.

Objective of the Assignment (*Period of Performance: 02/2016-03/2017*)

To pilot a 'Job Club' program at RIS to support client employment needs.

Member Activity: 1. Work with Employment Case Managers (ECMs) to develop job club curriculum and logistics. A) Identify greatest employment skill needs (i.e.: Resume writing, interview skills, job keeping and career progression). B) Coordinate job club logistics including space and time. C) Work with ECMs to do outreach to clients for job club.

Member Activity: 2. Work with the Community Integration Liaison to recruit volunteers. A) Develop volunteer training for job club. B) Facilitate interview and training process for volunteers. C) act as the supervisor for all Job Club volunteers.

Objective of the Assignment (Period of Performance: 4/16-2/17)

To assist ECMs in building a new relationship with potential employers.

Member Activity: 1. Outreach to newly established businesses in order to introduce the RIS Employment Case Management program. A) Research and identify newly established businesses in the areas we serve. B) Reach out to these businesses. C) Maintain a positive relationship and by doing such, build further employment opportunities for RIS clients.

Member Activity: 2. Develop partnerships with potential employers not currently partnered. A) Create a resource list of potential employers. B) Reach out to potential employers. C) Maintain a positive relationship and by doing such, build further employment opportunities for RIS clients.

Member Activity: 3. Participate in employment providers meetings and job creation networks. A) Represent RIS in employment provider spheres. B) Follow through on tasks taken on in any meetings. C) Report back to ECMs and RIS on these conversations.

Objective of the Assignment (Period of Performance: 3/16- 2/17)

To act as an administrative aide to RIS Employment Services.

Member Activity: 1. Assist ECMs with quarterly and trimester reporting needs as they arise.

Member Activity: 2. Follow up with RIS clients on their employment status in order to keep updated records.

Objective of the Assignment (Period of Performance: 3/16-5/16)

To initiate and oversee a comprehensive needs assessment regarding the creation of a 'World Shoppe' in which refugee clients would sell their crafts at Catholic Charities Threads of Hope thrift store.

Member Activity: 1. Outreach to clients regarding their interest in the project.

Member Activity: 2. Conduct research to ensure this is a good opportunity. A) Research social service benefits and how a small supplemental income would impact these benefits for clients. B) 3. Research other 'World Shoppe' models around the country and how these projects do or do not benefit clients.

Member Activity: 3. If the needs assessment and research comes back positive, the member will work with the Threads of Hope manager to coordinate project logistics. A) Connect the Threads of Hope manager with clients or other immigrants in the community who want to participate. B) Check in down the line with the clients and participants on how the experience is going. C) Act as a third party support to the process.