



CLINTON, EATON, INGHAM & SHIAWASSEE Counties
CACCS is an Equal Opportunity Employer.

August 4, 2020

TO: **C.A.C.S. EMPLOYEES & RECRUITING SOURCES**

FROM: Pamela Elise *pee*
Stability Services Director

This announcement is for the following (5) positions:

Family Support Assistant

TEMPORARY - CARES ACT Funded

Entry Level: \$14.89/Hour

Full-Time: Up to 40 Hours/Week

Locations

Clinton County Service Center – St. Johns
Eaton County Service Center – Charlotte
Lansing/East Lansing Service Center - Lansing
Rural Ingham County Service Center - Mason
Shiawassee County Service Center - Owosso

Direct applications and/or inquiries to:

Pamela Elise, Stability Services Director
1301 Renssen Street, Lansing, MI 48910
(517) 393-1722, ext 671

**To be Considered for This Position,
An Agency Application***

MUST BE SUBMITTED.

This posting will remain open until filled.

****CACCS's Agency Application can be accessed at:***

<https://cacs-inc.org/about-us/career-opportunities>

Or apply online at: <https://cacsinc.applicantpro.com/jobs/>

Current CACS Agency Employees may submit a Letter of Interest

" A Community Action Agency "

Capital Area Community Services will not discriminate against any individual or group in employment or services because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. In addition, CACS will provide reasonable accommodations for access to services/employment.

1301 RENSEN STREET • LANSING, MICHIGAN 48910
TELEPHONE (517) 393-7077 • TDD 800-649-3777

Capital Area Community Services, Inc.

Job Description

Title: **Family Support Assistant**
TEMPORARY – CARES ACT Funded

Department: Program Operations

Reports To: Center Coordinator

FLSA: Non-Exempt

Supervises: None

Updated: August 3, 2020

General Summary

Under the direction of the Center Coordinator, provides family support services to individuals accessing services through the Service Center to promote individual and family independence. This position focuses on (but is not limited to) providing direct assistance and advocacy/referral services to eligible persons with shelter and utility needs. Requires the ability to establish and maintain positive working relationships with landlords and utility providers.

Essential Functions

1. Provides family support services to individuals seeking services through CACS Service Centers. Services include needs assessment, direct and referral services, advocacy and follow-up to assist individuals in meeting basic needs.
2. Determines eligibility and assists clients with the complexities related to emergency shelter and utility assistance applications to apply for needed services.
3. Assists individuals in the selection of educational enrichment activities to comply with program requirements.
4. Maintains up-to-date client files, including assessment, direct and referral services, follow-up and other client contact.
5. Works cooperatively with staff and participants to meet Project objectives.
6. Informs eligible participants about the weatherization program and assists in the completion of the application for those services when the application process is open.
7. Provides participants with community resource information and explanation of how to access services.
8. Links participants with service providers, employers, landlords and other resources designed to meet individual needs and improve their quality of life.
9. Serves as a role model to guide others along the self-sufficiency continuum.
10. Assists families with healthcare options through agency operated programs.
11. Works cooperatively as part of the Service Center Delivery team to address the needs of the low income population.
12. Assists with special projects upon request.

The above statements are intended to describe the general nature of and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such person.

Recommended Employment Qualifications

Education

The job requires knowledge normally acquired from specialized training such as that acquired in specialized classes, vocational, trade or business school with course work in human or social services.

Minimum of a two-year degree required.

Experience

- Minimum of two years' experience in the delivery of direct and information/referral services to the low-income community.
- Sensitivity to the needs of others with the ability to encourage and guide others in their quest for independence.
- Good oral and written communication skills.
- Ability to work with a diverse population in an effective manner.
- Advanced computer skills required.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

THIS IS A TEMPORARY POSITION FUNDED THROUGH ECONOMIC RELIEF FUNDING
The Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

Full Time: 40 Hours/Week

Entry Level: \$14.89/Hour

Remote Assignment: Partial/rotating is possible following Training and Probationary Period

Agency established full benefit package (after 90-day probationary period)

Expected Duration: To September 30, 2021

Capital Area Community Services, Inc. is an Equal Opportunity/Affirmative Action Employer (EOE and M/F/Disability/Veterans.) We are a drug free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background investigation.