



## **Appalachia CARES/ AmeriCorps Assistant Stability Specialist at United Way of Greater Chattanooga**

As the Assistant Stability Specialist in the Appalachia CARES/AmeriCorps program, the member will provide assistance to the Stability Director in the day-to-day operations of Stability Services and to the Resource Specialist in the management of the integrity of the 211 Resource Information. Member will serve at United Way of Greater Chattanooga, a host agency for the Appalachia CARES/AmeriCorps program.

### **Service Activities**

#### **Stability Services Responsibilities**

##### **1. Perform Administrative Duties as Assigned by the Director of Stability Services**

- Assist in providing monthly, quarterly, and annual reporting requirements as specified by funders and United Way
- Assist with completing Purchase Orders for purchases made by Stability Services.
- Assist with the implementation and oversight of Building Stable Lives to ensure adherence to funding guidelines.
- Assist in the implementation of Wellness Plan for Stability Services.
- Assist in the development of policies and procedures for Stability Services.
- Other duties as required to meet organizational or department needs

#### **Resource Data Responsibilities**

##### **1. Database management and maintenance**

- Creates, enters, or updates records in databases
- Verifies, organizes, and abstracts data collected
- Assist in building support and acceptance for agency databases within the community
- Assists in building rapport and provides support for data partners and organizations in the database
- Keeps statistical records of database and publications activities

##### **2. Training, outreach, and other responsibilities**

- Assists with the recruit, train, supervise and maintain a pool of data entry volunteers who can assist with the maintenance of the service directory.
- Contributes to personal development by participating in training processes.
- Other duties as required to meet organizational or department needs

## **MINIMAL POSITION REQUIREMENTS**

### **Education:**

- ◆ Bachelor's degree preferred in a human services or social science field preferred.

### **Experience:**

- ◆ Must be competent in data entry and Microsoft Office
- ◆ Must be able to enter data accurately with correct spelling, grammar, and format
- ◆ Must be able to read and understand complex program descriptions
- ◆ Must be able to actively listen and ensure one understands what is being said by the speaker
- ◆ Must write clearly and succinctly with correct grammar
- ◆ Must be able to communicate and enunciate clearly on the phone

## **SKILLS**

1. Data entry
2. Information gathering
3. Interviewing
3. Written and oral communication
4. Documentation
5. Computers use (Intermediate level)
6. Internet use (e.g., web search, email, social networking)
7. Research
8. Editing
9. Proofreading
10. Structuring of information
11. Analysis
12. Decision making

Typical days and hours of work are Monday through Friday depending 8:30 a.m. to 5 p.m.

## **Other Duties**

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Appalachia CARES / AmeriCorps member for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Members will serve February 1, 2021 to August 31, 2021, receive a living stipend of up to \$7140, student loan forbearance for eligible loans, and professional development training. Upon successful completion of service, members will also receive an education award to pay off eligible student loans or to help with tuition up to \$3097.50.

If you would like to apply for this position, please forward your resume and cover letter to [tammymccallie@uwchatt.org](mailto:tammymccallie@uwchatt.org) as soon as possible.

*United Way of Greater Chattanooga is committed to equal opportunity employment by affirming the value of diversity and by promoting an environment free from discrimination. UWGC encourages people of diverse backgrounds and experiences to apply for this position.*