

## AMERICORPS PLACEMENT DESCRIPTIONS 2008 – 2009 PROGRAM YEAR

**Ministry of Caring Inc.  
Caring Corps  
Wilmington, Delaware  
[www.ministryofcaring.org/AmeriCorps](http://www.ministryofcaring.org/AmeriCorps)**

The Caring Corps is the Ministry of Caring's AmeriCorps program, based in Wilmington, Delaware, through which individuals will be recruited to meet the needs of the poor and homeless. The Ministry of Caring is a community-based nonprofit organization that has been committed to serving the ongoing needs of the poor and homeless in the State of Delaware since 1977. The organization is deeply committed to and actively involved in developing and improving the quality of life for all individuals in the community, especially the most vulnerable. The Ministry of Caring currently operates 24 programs which include emergency shelters, transitional residences, permanent housing facilities, dining rooms, infant and child care centers, a job placement center, a community center, a distribution center, and an outreach center. Homelessness is a major problem in the State of Delaware and the problem is only increasing. Homelessness is caused by many factors such as a lack of affordable housing, chronic unemployment, and personal obstacles. The homeless and working poor face additional dire issues such as hunger and food insecurity, which affects people of all ages in the community. Join The Caring Corps and make an impact on the world you live in. As a member of The Caring Corps you will be working directly with Ministry of Caring clients and will be able to bring positive change to those most in need.

### **CHILD CARE CENTER, GUARDIAN ANGEL CHILD CARE, & IL BAMBINO (DAY CARE)**

The Ministry of Caring operates three child care centers throughout Wilmington for homeless and low-income working families. Il Bambino offers affordable care for infants between the ages of 6 weeks and 18 months; Guardian Angel Child Care offers child care and kindergarten for children ages one to five years; and the Child Care Center offers child care for children ages one to four years. The Ministry of Caring knows that young children are particularly vulnerable to the devastating impact poverty has on families. It interferes with their development and education at a time in their lives when their experiences are critical to determining their future potential. The care provided in the child care centers ensures that these children, some of whom are developmentally delayed because of their life experiences, are given their best chance to thrive, to reach their potential, and to prepare for later success in school. These children not only acquire academic and physical skills, but also develop the self-confidence and social skills that strengthen their ability to face new challenges in their lives.

**Classroom Assistant:** Will offer general classroom assistance and work one-on-one with children ages 2-5 providing learning support; will read individually to children in all age groups; will host bi-weekly classroom arts and crafts projects that will be tied into the curriculum; will tutor any child who needs remedial assistance. Note: Candidates for service placement within our day care centers must meet the state licensing requirements for that of a Teacher's Assistant.

### **EMMANUEL DINING ROOM**

Since 1979, Emmanuel Dining Room (EDR) has been serving nutritious meals 365 days a year at no cost to the hungry and served a total of 180,214 meals during 2005 to men, women, and children. Three dining rooms provide an atmosphere of hospitality and friendship, with access to supportive services as needed. Emmanuel Dining Room West (121 North Jackson Street) and Emmanuel Dining Room East (226 North Walnut Street) are located in the heart of the poorest sections of Wilmington. Emmanuel Dining Room

South (500 Rogers Road) is located in a depressed area of New Castle, just outside Wilmington. Together, all three dining rooms feed 400 to 600 people daily. Many guests come to the dining room only for a meal, but others interact with staff members and share their concerns and personal challenges. There is a necessity for outreach in the dining rooms so that these clients can receive information related to their

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needs other than hunger and acquire the supportive services they need, such as housing assistance, clothing and employment assistance, and referrals for mental health problems and/or substance abuse.

**EDR Coordinator:** Will be based in EDR West; will manage the food inventory for EDR West; will help with the day-to-day preparations to feed the hungry; will prepare food for the hungry and serve the hungry; will help maintain a clean kitchen; will conduct outreach in EDR West, EDR East, and EDR South, and through training will learn how to offer case management and assistance to the homeless and working poor, providing them the help they need.

### **FRANCIS X. NORTON CENTER**

Located in West Center City, Wilmington, the Francis X. Norton Center (FXN) is a community center located on the lower level of Sacred Heart Village. The staff at FXN works to create a safe, secure, and welcoming environment that positively impacts the overall health of the community. FXN provides social and recreational programs for seniors living in the community.

**Senior Activities Coordinator Assistant:** Will identify interests of neighborhood seniors, and develop programs and activities accordingly. Will oversee and participate in center offerings, and will maintain records. Will assist in such things as arts and crafts; seasonal classes (i.e. gardening); games (such as bingo); as well as special events and occasional outings.

### **JOB PLACEMENT CENTER**

The Job Placement Center (JPC) provides employment skills, job placement, and retention services to disadvantaged and chronically unemployed individuals in the community. JPC works with clients to prepare them for a variety of job opportunities, offering computer training and training in the fields of food service, child care, and health care. JPC also provides one-on-one counseling with clients, reviewing interview techniques, offering resources to find employment, and giving assistance so clients can overcome barriers to employment including lack of child care and transportation. In addition, JPC works with employers in the community to locate possible job opportunities and provides follow-up support to the employer and employees for the first year of placement to ensure stability and increase job retention. JPC works with clients toward the goal of receiving an increased salary in order to make a livable wage by which they can afford permanent housing.

**Adult Training Coordinator:** Will help manage the adult training programs, including the child care assistant and the chef's assistant adult training programs; will recruit employers and new potential places of employment to hire JPC clients; will conduct workshops and training sessions on using computers, giving clients a background on how to use a variety of software; will conduct workshops and training sessions on developing a resume and interview skills; will run workshops on becoming accustomed to basic work requirements and the development of good working habits and basic work skills for individuals who have never worked, have had behavioral problems in the workplace, or have been out of the labor force for an extended period of time.

### **MAINTENANCE AND CONSTRUCTION**

The Ministry of Caring has twenty-plus properties within the city of Wilmington which require improvements and general upkeep. In addition, grounds need to be maintained seasonally. The Ministry of Caring has also launched an organization – Sacred Heart Housing, Inc. – which purchases and renovates properties for home ownership with the goal of transforming city blocks in high-risk neighborhoods, as well as for creating permanent supportive housing.

**Maintenance & Construction Assistant:** Will assist the Project Managers/general maintenance team with various maintenance, construction, and grounds upkeep needs throughout the Ministry of Caring

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program sites as well as with properties under renovation with Sacred Heart Housing. General knowledge of construction and building maintenance is helpful in this role, painting expertise is a plus. The assistant will be involved in a variety of projects and will assist with a variety of needs.

### **MARY MOTHER OF HOPE HOUSE I**

Mary Mother of Hope House I is an emergency shelter that serves up to 21 single women, offering refuge in a time of crisis. Women sheltered in Hope House I ordinarily stay for 30-45 days and receive supportive services and follow-up services to help them return to independent living. Case managers assess the needs of the residents in obtaining medical and dental care, life management skills, education, job training and placement, child care, benefits assessment, substance abuse treatment, mental health treatment, personal counseling, and housing searches. Individuals learn important coping abilities in a supportive environment at their own pace. The women are able to address their problems and work through them with the help of case management and supportive services.

**Shelter Assistant:** Will interview potential residents for the shelter; will assist with moving in new residents and orienting them to the shelter; will work one-on-one with the women mentoring them in the area of financial literacy on issues such as money management and budgeting, managing credit, opening a checking and savings account, and balancing a checkbook. Will work with the women on employment strategies: developing their resumes, practicing interview skills, and assisting them in job search activities; will assist the women with paperwork and applications. Will assist in the operation of the shelter in such activities as food and supply orders, grocery shopping and supervising chores. Will purchase personal gifts to assist with workshops, leisure activities and other activities of the shelter.

### **MARY MOTHER OF HOPE HOUSES II & III**

Mary Mother of Hope House II & III are emergency shelters that serves up to 44 women and children, offering refuge in a time of crisis. Women sheltered in Hope House II stay for 30-45 days and receive supportive services and follow-up services to help them return to independent living. Case managers assess the needs of the residents in obtaining medical and dental care, life management skills, education, job training and placement, child care, benefits assessment, substance abuse treatment, mental health treatment, personal counseling, and housing searches. For many women and their children, the stay in the emergency shelter is an essential turning point to avert an ongoing crisis situation. More importantly, it is a time that the children learn that others in the community care about them and their well-being. At Hope House II, the women are able to address their problems and work through them with the help of case management and supportive services.

**Shelter Assistant:** Will focus on working with the children staying at Hope House II & III offering them tutoring in their studies, reading with them, and hosting arts and crafts projects. Will also provide one-on-one mentoring with the women in the area of financial literacy on issues such as money management and budgeting, managing credit, opening a checking and savings account, balancing a checkbook, steps to homeownership, and paying taxes; will work with the women on employment strategies: developing their resumes, practicing interview skills, and assisting them in job search activities. Note: This placement will require the Caring Corps member to work 12 – 8 p.m. Monday through Friday (or, alternatively, 12-4 or 4-8 p.m. if this service need is filled with half-time placements).

### **SACRED HEART VILLAGE**

Sacred Heart Village provides permanent affordable housing for seniors age 62 and older and is designed to help seniors live independently. Sacred Heart Village houses the Higley community room for social gatherings; a laundry room; computer room; hair salon; a fitness center, conference room, art and crafts/activity rooms as well as a medical practice.

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**Service Coordinator Assistant:** The Service Coordinator is available to provide guidance to seniors with respect to social security, Medicare, and a host of other support needs. The assistant will help the service coordinator in working with residents, one-on-one as needs arise or become apparent.

### ***SACRED HEART VILLAGE CONVENIENCE STORE, FRIAR'S CAFÉ & FRANCIS X. NORTON CENTER KITCHEN***

Sacred Heart Village houses a convenience store on the lower level where residents can purchase a wide variety of items from umbrellas to food, and an eatery, the Friar's Café, on the main level where residents can order pre-prepared food and food prepared on-the-spot. The Francis X. Norton Center kitchen is used to prepare meals for the Friar's Café, the emergency shelters, and permanent supportive housing programs. The kitchen is also used to teach an annual chef's assistant training program. The chef's assistant training program is designed to train individuals interested in the culinary profession. Those enrolled have generally been chronically unemployed. Upon completing the program, they have moved on to promising careers in area restaurants.

**Chef's Assistant:** Will assist with taking inventory of the convenience store, stocking supplies, and assisting residents with purchases; will assist customers at the Friar's Café by taking and filling orders, running the register, and cleaning the kitchen after closing for service; will assist the chef in the Francis X. Norton kitchen by helping with meal preparation for the emergency shelters, permanent supportive housing programs, Friar's Café, and for occasional special luncheons/events.

### **SAMARITAN OUTREACH**

Samaritan Outreach (SO) is the Ministry of Caring's supportive services program offering outreach to both sheltered and unsheltered individuals. The goal of SO is to assist individuals as they begin the process of establishing self-sufficiency and to offer intensive case management to homeless and chronically homeless clients. SO helps clients access housing, food, basic hygiene services, clothing, treatment for substance abuse and/or mental illness, employment counseling, child care, training in life skills and budgeting, dental and medical services, rental assistance, veterans' services, and immigration services. Individuals served by SO come from the streets, parks, riverfronts, abandoned buildings, and bus and train stations. Many are in temporary shelters or accommodations and need services to alleviate

personal and financial crises. Case managers assess each client's needs and arrange for immediate services to address current crises as well as make referrals for additional services.

**Outreach Assistant:** Will conduct outreach on the street and at the Emmanuel Dining Rooms, where the Ministry of Caring provides meals at no cost to the hungry; will visit the streets of Wilmington and surrounding areas, documenting where homeless individuals are staying, and through training with program staff, will learn how to offer case management and assist homeless individuals, providing them the help they need; will visit the Emmanuel Dining Rooms to conduct outreach and case management as needed.

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**2008-2009  
AmeriCorps  
Caring Corps Program Selection Form**

Instructions: Please rank your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices for program placement, and return this form along with your completed application.

\_\_\_ **Child Care Center, Guardian Angel Child Care, & Il Bambino** (note: applicants must meet state of Delaware Teacher's Assistant educational requirements)

\_\_\_ **Emmanuel Dining Room**

\_\_\_ **Francis X. Norton Center**

\_\_\_ **Job Placement Center**

\_\_\_ **Maintenance & Construction**

\_\_\_ **Mary Mother of Hope House I**

\_\_\_ **Mary Mother of Hope Houses II & III**

\_\_\_ **Sacred Heart Village**

\_\_\_ **Sacred Heart Village Convenience Store, Friar's Café, & Francis X. Norton Center Kitchen**

\_\_\_ **Samaritan Outreach**

**Name (please print)** \_\_\_\_\_ **Date** \_\_\_\_\_