



<b>Position Title:</b>	Safe House & Crisis Support – AmeriCorps Member	<b>Service Category:</b>	CORE Susquehanna AmeriCorps
<b>Service Site:</b>	Transitions of PA	<b>Date Submitted:</b>	8/15/2025
<b>Site Address:</b>	PO Box 170 120 S. 3rd Street Lewisburg PA 17837	<b>Travel Required:</b>	No
<b>Compensation:</b>	Living Stipend: \$20,995 Education Award: \$7,395	<b>Service Term:</b>	Sept 2, 2025 – August 1, 2026
<b>Host Site Supervisor:</b>	Heather Over	<b>Email:</b>	heather_o@transitionsofpa.org
<b>Phone:</b>	570-523-1134	<b>Posting URL:</b>	<a href="http://www.coreamericorps.org">www.coreamericorps.org</a>
<b>Applications Accepted By:</b>			
Email Julia Edick, CORE Susquehanna AmeriCorps Program Director, <a href="mailto:jedick@union-snydercaa.org">jedick@union-snydercaa.org</a>			
<b>Member Position Summary</b> <p><i>CORE Susquehanna AmeriCorps' mission is to address community needs through member service in the areas of Healthy Futures, Education, Volunteer Engagement, and Community Service Projects.</i></p> <p><b><i>In addition to the specific duties outlined in this position description, all AmeriCorps members participate in CORE AmeriCorps group activities, including orientations, trainings, service projects, and program events. Members must comply with all program guidelines and may not engage in any activities prohibited under the Partner Site and Member Agreements or the AmeriCorps State and National Terms and Conditions.</i></b></p>			
<p>Transitions is the only agency in Union, Snyder, and Northumberland Counties offering supportive services for survivors of domestic violence, sexual assault, stalking, and other forms of abuse. Our mission is to end violence and oppression by providing safe, survivor-centered resources, prevention, education, and support for change in our communities.</p> <p>The AmeriCorps member will enhance our capacity to meet survivor needs by supporting safe house operations, assisting residents with navigating resources, and helping respond to calls on our 24-hour hotline under staff guidance. By taking on supportive, non-displacing service tasks, the member will allow staff to focus on crisis intervention, advocacy, and case management while contributing to a safe, welcoming environment for residents.</p>			
<b>Duties</b>			
<b>Safe House Support (Under Staff Supervision)</b> <ul style="list-style-type: none"> <li>• Assist with welcoming and orienting new residents, including providing general information and helping them access basic needs items.</li> <li>• Support safety planning activities in coordination with trained staff.</li> <li>• Help coordinate and co-facilitate life skills, wellness, or peer-support activities for adult residents.</li> <li>• Assist with children's activities and provide child engagement while parents/guardians meet with staff.</li> <li>• Support residents in completing resource applications (e.g., benefits, identification documents) by providing forms, offering basic guidance, and helping connect them to appropriate staff or agencies.</li> <li>• Organize and maintain donations for resident use.</li> <li>• Assist with maintaining a clean, organized, and welcoming environment.</li> </ul>			
<b>Crisis Hotline Support (Under Staff Guidance)</b> <ul style="list-style-type: none"> <li>• Answer hotline calls during scheduled shifts and provide empathetic listening.</li> <li>• Assist callers in identifying needs and connect them to staff for further assistance as appropriate.</li> <li>• Share information on available services and community resources from approved lists.</li> <li>• Document calls according to established procedures and under staff review.</li> </ul>			
<b>Required Trainings (provided)</b>			



- 80-hour training in crisis intervention, trauma-informed care, and safety planning strategies (provided prior to independent service activities).
- CORE Susquehanna AmeriCorps orientation & monthly convenings.

#### Prohibited Activities

In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:

- Attempting to influence legislation.
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting, or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing.
- Providing a direct benefit to a business organized for profit, a labor union, a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and an organization engaged in the religious activities, unless Corporation assistance is not used to support those religious activities.
- Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive.
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as the Corporation may prohibit.

#### Minimum Qualifications

- Strong interpersonal and communication skills, including active listening and empathy.
- Ability to remain calm in crisis situations and follow protocols.
- Experience working with individuals from diverse backgrounds and cultures.
- Commitment to confidentiality and professional boundaries.
- Basic computer skills for documentation and resource searches.
- Willingness to learn and apply program-approved strategies for survivor support (training provided).
- Ability to work both independently and collaboratively.
- PA State Police, PA Child Abuse, and FBI Clearances (at organization's expense if not already obtained).
- High School Diploma or equivalent.

#### Proposed Weekly Schedule

Schedule will vary and may include evenings, weekends, and holidays to align with safe house and hotline coverage needs. Member will serve an average of 35–40 hours per week

***Will the member be serving vulnerable populations (children, youth, elderly, disabled)?***

☒ Yes ☐ No

***I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.***

Member Name:

Signature of Member Accepting Position:

Date:

Signature of Site Supervisor:

Date: