A. BRIEF OVERVIEW OF AGENCY SETTING
Home ReSource is a nonprofit and building materials reuse center. Our mission is to collect and sell reusable building materials to reduce waste and build a vibrant and sustainable local economy. We channel used building materials to those in need and educate the broader community about reuse. Our work program is an integral part of our mission, where we seek to provide job-skill training to those with barriers to employment. We are a dynamic, busy non-profit business that operates on a triple bottom line (environmental, social and economic). The MSW student will serve as the Work Program Coordinator, 15-20 hours per week at $9-11/hour depending on experience.

B. DESCRIPTION OF CLIENT GROUP
As the Work Program Coordinator, the student will be working with participants who experience barriers to employment. This includes but is not limited to those with minor cognitive and/or physical disabilities, those with mental health diagnoses, individuals who are experiencing homelessness, veterans, and individuals who were formerly incarcerated. The coordinator works with individuals in the public assistance program TANF, and these individuals are mostly single parents from low-income households. The student may also be responsible for overseeing a youth apprenticeship, which would entail working with 1-2 adolescents from Willard Alternative High School per semester.

C. LEARNING OPPORTUNITIES
- Provide supervision, accompaniment and coordination of up to 20 participants per year
- Develop and lead participants in hard and soft skill training
- Meeting facilitation
- Group work
- Assessments
- Scheduling
- Interview protocol
- Participant Recruitment
- Developing workplace trainings
- Program development
- Grant-writing
- Understanding of nonprofit operations and management

D. EXPECTATIONS OF STUDENTS
Students are expected to be self-motivated and take ownership and initiative in their tasks as the Work Program Coordinator. Students must uphold the value of treating everyone with dignity and respect while also being confident in their feedback skills. This position requires excellent direct communication skills, a positive attitude, and the ability to quickly adapt to a changing and busy environment. Clinical skills in person-centered and solution-focused approaches are beneficial to this work. All practicum students will also participate occasionally in activities related to non-profit administration and management, including but not limited to staff meetings, board meetings, answering phones, etc.