

United Way of Southern Kentucky (UWSK)

Mission Statement: To be the leader in bringing together the resources to build a stronger, more caring community.

Vision Statement: A Southern Kentucky where all residents are educated, healthy and financially stable.

KEY RESPONSIBILITY AREAS:

1. Provide information & referral services through the 211 Contact Center.
2. Maintain knowledge and understanding of community resources.
3. Identify new community resources using various research and collection methods including the internet, survey forms, brochures and/or direct contact with service agency representatives.
4. Participate in and represent UWSK outreach to community groups, local businesses and health & human service providers to enhance knowledge, understanding and use of UWSK services.
5. Participate in the Allocations process by completing tasks related to the grant funding cycle.
6. Execute the plan to maintain Born Learning Trails and Book Swap boxes in the community.
7. Participate in resource development efforts as requested.
8. Complete other projects/tasks as assigned by Task Supervisor &/or Field Supervisor.

Note: Tasks will intensify depending on the student's ability to perform and timing of the internship.

BEHAVIORAL EXPECTATIONS:

1. Represents UWSK positively, professionally, courteously and effectively.
2. Assists or takes on new tasks to help UWSK achieve its mission.
3. Maintains confidentiality regarding personnel and organizational information.
4. Adheres to and always models the UWSK Code of Ethics.

Note: The description given is intended only to provide information about the general nature of the job and is not an all-inclusive list of the job duties, skills or abilities which may change.

Contact Ellie Harbaugh eharbaugh@uwsk.org to express interest in this agency