



Do you have a competent computer and a compassionate heart? What could you do to help someone who can't pay the rent or the monthly utility bill? As a Share Family Assistance Coordinator, you can help provide emergency financial assistance to people in need!

Share Family Assistance Program Overview

As a designated community-based organization, Share, Inc. of McLean, VA, through its Family Assistance Program, provides emergency financial assistance to individuals and families within our area of Fairfax County (McLean, Great Falls, and Pimmit Hills) or outside our area, if advocated by a Fairfax County Social Worker. Last year, Share responded to about 1000 calls to assist people in need of urgent help with payments for rent, utilities, medical services, prescriptions, etc.

Job Summary

- The Family Assistance Coordinator takes calls for one week; frequency depends on the number of coordinators we have. The time required varies considerably, depending on the number of requests received.
- Coordinators communicate via e-mail with the Fairfax County social workers and our Share answering service. The job is accomplished at home via phone, e-mail communication, and database entries.
- The County social workers send us a form with all the data we need for our system. If Share agrees to help, pertinent demographic information is entered the Share database and the request is e-mailed to the Share treasurer for payment. If the decision is made to help in-area clients financially, full details are recorded in our database and the request for funding sent to the Share treasurer for payment.

Key Requirements and Qualifications

- Basic computer literacy and availability of a personal computer. Share will provide training in the use of the database and Gmail for correspondence with the County social workers.
- Ability to commit adequate time at home whenever scheduled to work as a coordinator.
- Well-organized and detail-oriented; persistent in following up on requests.
- Good people and communication skills—ability to interact with social workers and in-area clients.

To learn more and to become involved as a Family Assistance Coordinator, please contact Diane McCullough, Family Assistance Program Chair, at 703-734-3238