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AMERICAN RED CROSS

NORTH ATLANTIC AREA

300 FOURTH AVENUE

NEW YORK, N. Y. #10

January 19, 1945

Miss Patricia Jennings
The Abbey-State College
Amherst, Massachusetts

Dear Miss Jennings:

We have received your application for employment, and we appreciate the offer of your services to the American Red Cross.

Please be assured your application will be given careful consideration, and if your qualifications suit the particular needs of our current program, we shall communicate further with you.

(Mrs.) Grace L. Russell
Personnel Correspondent

Yours very truly,

Grace L. Russell



AMERICAN RED CROSS

NORTH ATLANTIC AREA

300 FOURTH AVENUE

NEW YORK, N. Y.

ZONE 10

March 9, 1945

Miss Patricia Jennings
The Abbey
Amherst, Massachusetts

Dear Miss Jennings:-

We are returning your certificate of birth which has been recorded for our files. Thank you for sending it to us. Its return is made as a matter of policy, and implies neither acceptance nor rejection of your application for employment by the Red Cross.

Very truly yours,

Dorothy Gardiner
Assistant to Director

For: Frank S. Chase
Director of Personnel

Enclosure
Registered



AMERICAN RED CROSS

NORTH ATLANTIC AREA

300 FOURTH AVENUE

NEW YORK, N. Y.

ZONE 10

March 23, 1945

*sent March 30
to N.Y.*

Miss Patricia Jennings
Somers
Connecticut

Dear Miss Jennings:

We have just been advised by our National Headquarters that we must have from each new employee a Statement of Availability issued by his or her local United States Employment office. This must be in our possession no later than April six, otherwise the reporting date must be postponed.

Will you please contact your local United States Employment Service office and obtain a referral to the American Red Cross. The receipt of the referral will be acknowledged promptly.

Sincerely yours,

Grace L. Russell
(Mrs.) Grace L. Russell
Personnel Correspondent
for

Frank S. Chase
Director of Personnel



AMERICAN RED CROSS
NORTH ATLANTIC AREA
300 FOURTH AVENUE
NEW YORK 10, N. Y.



FORM 730 NA

MADISON SQUARE
STATION



Miss Patricia Jennings
Somers
Connecticut

this came this morning.

*Miss Jennings
R.C. N. Jennings*



AMERICAN RED CROSS

NORTH ATLANTIC AREA

300 FOURTH AVENUE

NEW YORK, N. Y.

ZONE 10

April 2, 1945

Miss Patricia Jennings
Somers
Connecticut

Dear Miss Jennings:

We wish to acknowledge receipt of the referral from the United States Employment Service. Your record is now complete and we expect you to report to Washington for training on April 16 as previously scheduled.

Sincerely yours,

(Mrs.) Grace L. Russell
Personnel Correspondent

for

Frank S. Chase
Director of Personnel

THE STARS AND STRIPES magazine

Vol. 1—No. 32

Sunday, Jan. 6, 1946



A GI Finds Occupation Leaves Its Mark on AllEven the Lowliest

HAIL THE LIBERATOR

By Gerald Blank

Stars and Stripes Special Writer

IT WAS the same little bistro Allan had seen many a time before. Some good and some bad, they had long been the hearts of each little town in France.

Now, some had died in the relentless path of war. Others, like this one—Café Fleur de Lys—crouched amid the ruins, still disbelieving that they had escaped the oblivion of destruction. And like the others, Fleur de Lys looked dingy and drab, ripped from its calm by the whirlwind of history. No dignity left, no glory—except, perhaps, in that small, discolored awning that still flapped defiantly in the whistling wind.

Allan knocked the mud from his combat boots and stepped in. The room was empty except for an elderly gentleman who sat sipping his afternoon brandy. Tugging a thin coat tighter in an attempt to escape the chill of autumn, he looked up. Still keen eyes scanned the American soldier, appraising him.

Then, with a touch of old-world courtesy, the venerable gentleman half rose, motioning to the chair beside him.

As Allan sat down, he caught a half-murmured "Pierre DeVille." He responded with a firm grasp of DeVille's trembling hand, introducing himself. That seemed to be that. His "host" turned back to his glass.

Finally getting his drink, Allan looked questioningly at his companion, expecting the inevitable "Vive l'Amerique" to which he must, of course, respond with "Vive la France!" But DeVille seemed engrossed in his own melancholy thoughts, lost in the whole sense of ruin that lay over his beloved land. Gripped in the sense of bitter, never-ending hatred for the despoiler, Allan knew that feeling well, he had heard it voiced before.

THE PEOPLE never wearied of telling him their hatred for the enemy—the dirty, beastly, inhuman enemy. They showed him their memorials for coming vengeance—mounds of earth in a muddy field, a bullet-pocked wall, a charred house.

"One old woman, her face still marked with the sadness that liberation could never erase, told him: 'They put all the people in the house, then set fire to it. Those who tried to escape were shot down with machine-guns. Some they did not kill immediately. They marched them over here to this wall. You can see where the bullets hit.'"

Always the they was underseared, as though it referred to the devil's own.

Friends had taken him to see some prisoners held by the Maquis—collaborationists. He remembered especially the way in which these prisoners, faces chalk-white with fear, had held themselves rigidly at attention as though expecting a blow if they breathed too deep.

"All these," an officer of the patriot army said, waving his stick at them, "we shall probably shoot."

Surrounded by revenge and death, Allan remembered what the traitors had done and told himself that if they had done that to his friends, to his family, he would not hesitate to shoot them, too. He struggled to repress the pity for the underdog rising

within him.

"They deserve nothing less than what they themselves have done. It is what they would have done to me if they had had the chance."

He recalled the enemy soldiers, prisoners of war, who were housed near where he worked and who were required to do odd jobs of a menial nature. They were boys of eighteen who, because they were undersized, pale, lonesome and afraid, seemed even younger. They were lightly guarded, as was said, because if they should escape, the people would kill them.

Allan grimaced as he remembered the enemy prisoners. He wondered how it would be to kill one of them. That was what his work meant, in final analysis, even though he worked with pencil instead of rifle. Yet, the more efficiently he did his job, the more of the enemy would die—that was logical and inescapable.

"But what if I had to do it myself?" he thought.

HE remembered the people. How they lined the streets and cheered as the convoys passed through. Once, when they stopped, he had been kissed by an elderly woman. Almost in tears, she cried: "How glad we are to see you! You are our liberators!"

Chairborne troopers, they looked, dressed and acted like soldiers. But their jobs were strictly white-collar or muscle work—rear echelon. Seldom, if ever, exposed to danger they traveled in the rut of a worn-out battle. They were classified "non-expendable."

"But I didn't ask for it," Allan used to explain in his letters. "In the Army you know, you do as you're told."

But he could never entirely rid himself of the feeling that he was cheating somehow. He would never really know the war. Now, finally, he was living in the shadow of it. But that was all he would ever know of it—the distant rumbling, map-talks—the shadow of the battle.

"YES," DeVille was saying, "you are too good to them."

"Who?" Allan broke out of his reverie.

"You are," DeVille said, smiling. "To your prisoners of war. I understand that in your country, in the prison camps, they receive the same food as your own soldiers."

"That's right," Allan said.

The old man shook his head sadly as though, until now, he half hoped it might not be true.

"And they sleep in barracks as comfortable as your own troops? They can buy all they want of soap and razor blades and cigarettes?"

Allan nodded uncomfortably.

The man said nothing, merely stared

ahead, whistling softly through his teeth.

Irritated, Allan demanded: "What would you do with them? Shoot them all in cold blood?"

DeVille shrugged.

The soldier leaned forward. "Would you," he asked, "be willing to fire the machine-gun yourself?"

DeVille rose slowly and, pulling his coat around him, said, "With pleasure. With great pleasure!"

Allan watched him walk out. Then he threw a bill on the table and hurried into the street. He needed lights, music—anything that sounded of life.

IN the chill autumn dusk, street lights blinked on, slowly and cautiously, as though the city were still not quite sure that the enemy was gone. The crowds, stumbling through the cold, reminded him of the crowds back home.

Turning down a little by-street, he found the house and followed the directions he had been given. Up one flight, knock on the third door to the left. After a moment, it was opened and, passing inspection, he was ushered into what had once been a fairly large living room. Along one wall ran a bar. Seated at small tables about the room were groups of soldiers and girls, talking and drinking—mostly just appraising one another.

He sat down and ordered a brandy and listened while a trio of musicians played—badly—jazz that sounded like nothing back home. After a while, he caught the attention of one slender, dark-haired number sitting with two other girls. She smiled back and came to his table.

Not a fast boy with the language, Allan nevertheless stumbled his way through the preliminaries. After ordering drinks, he looked her over, not taking notice of the thin hand that now caressed one of his. It was also a handy warning to any of the other girls that this soldier was taken.

He felt a little sorry that he had picked her up. She seemed to be too thin, too broken by what had happened to her. Yet he hadn't the heart to send her away. She couldn't help what she was. The ene-

my had stripped her and people like her of what they had. Now, it was a case of live—or die. But he knew she wouldn't have been offended if he had sent her away. Her pride had been smashed a long time ago.

THEY drank some more and she moved closer, seeming to absorb some of the life and confidence from this friendly invader. Their conversation became louder and his errors in pronouncing seemed, somehow, more amusing. They laughed often—sometimes not knowing why.

Soon they went out of the room. She led him, shyly he thought, to her room down the hall. Drunkenly he followed, laughing loudly when he missed the door and banged into the wall.

She was competent.

Then she said something—one of the things she must have been told a woman will say when she is caught up in the joy of possession, of happiness. On Allan's ears, it fell like a slapping hand! She spoke in the language of the enemy!

He was on his feet instantly. Drunkenly, he towered over her, his restraint ripped from him. One thing alone seemed clear. This woman had served the enemy as she was now serving him. To her he was not a liberator—but just another customer, wearing a different uniform.

He swore. As she rose, he slapped her—hard. The action inflamed him. He struck her again—this time with his closed fist.

Even when, having dressed, he came over to swear again and kick her, she only gave a little groan. Finally, she raised her head and held a thin hand to her bleeding mouth.

She stared at him, her large, dark eyes never blinking. He stood there, silent, not knowing what more to say. Successive waves of revulsion and shame came over him and he turned to leave. When he reached the door, she spoke.

"You are learning their language, too—liberator!"

At the time it seemed like a stupid thing for her to say. It was not until the next morning that he started to wonder what she had really meant.



May 15th



Guide 18

ARC 828

Rev. June 1943

GENERAL GUIDE FOR SELECTING STAFF ASSISTANTS FOR
CLUB, CLUBMOBILE AND RECREATION CENTERS

Overseas

Women

GENERAL

Staff assistants are assigned by the American Red Cross to assist in the conducting of the club and recreation programs serving members of the armed forces abroad.

Candidates for positions must be in good physical health as evidenced by a physical examination by a physician in good standing with the American Medical Association. Reports of all physical examinations will be reviewed for final approval by the medical director of the American Red Cross. They must be citizens of the United States and must be able to furnish a certified copy of a birth certificate or other proof of citizenship. Their records as citizens must be satisfactory to the military authorities as well as to the American Red Cross. Red Cross staff assistants will usually be sent from the United States.

RESPONSIBILITIES AND DUTIES

Subject to approval of the proper supervisory official, staff assistants are full-time paid staff members responsible for a major share of program leadership. This includes the following:

1. Providing an atmosphere of youthful hospitality and friendliness.
2. Assisting in conducting an information service; acquainting men in the armed forces with services of the clubs; providing registration facilities; making arrangements for mail, cables, and telegrams to be sent or expected by men on leave; distributing available tickets to sports events, theatres, and movies; keeping on prominent display church directories, timetables, and sight-seeing schedules.
3. Planning musical programs; leading instrumental and singing groups; being responsible for use of juke box, radio, and phonograph.
4. Assisting with the conducting of a library service where such service is provided.
5. Planning and conducting parties and dancing.
6. Organizing resources for participation in quiet games, including card and table games; semiactive games, including shuffleboard and ping-pong.
7. Organizing and directing skits, pantomimes, radio programs, one-act plays, play-reading, and concerts.
8. Assisting with craft activities.

9. Organizing and leading group activities in hobbies, discussion groups, and forums.
10. Organizing resources to stimulate restful individual pursuits such as reading, writing, talking, lounging, and just sitting, and self-organizing, self-motivating individual hobbies.
11. Assisting with outdoor activities, including nature study and sports.
12. Assisting in the use of volunteers.
13. Assisting in the operation of canteen service, including preparation and serving of food.

CLUBMOBILES

1. In addition to the above qualifications, staff assistants who are selected for assignment to clubmobiles must be well qualified and experienced automobile drivers. They should also possess some knowledge of motor mechanics.
2. They must have suitable experience in outdoor living.

AGE

Applicants should be between the ages of 25 and 35 years inclusive. Only persons with outstanding qualifications will be accepted outside these age limits.

EDUCATION, TRAINING AND EXPERIENCE

The candidate should be preferably a graduate of a college or university, with a major in recreation, music, dramatics, arts and crafts, physical education, or other fields allied with recreation. Outstanding experience may be considered as a substitute for a college degree. Applicant must be excellent in one of the recreation skills listed in the preceding section, "Responsibilities and Duties." Excellence in several is preferred.

PERSONAL QUALIFICATIONS

Candidates should be well groomed, attractive, friendly yet impersonal in their attitude toward men, have a sense of humor, maturity of judgment, resourcefulness and imagination, sincerity of purpose, ability to adjust to uncertain assignments and changing conditions, appreciation of varied backgrounds, racial and religious understanding, recognition of and adherence to military etiquette and regulations, the ability to win the liking of those with whom they come in contact, and willingness to do, whenever necessary, such jobs as washing dishes, carrying supplies, etc.

Note: Women with children under 18 years of age are not accepted for overseas service.

THE AMERICAN NATIONAL RED CROSS

WASHINGTON, D. C.

AMERICAN RED CROSS
NORTH ATLANTIC AREA
800. 4TH AVENUE
NEW YORK CITY

-72340



GENERAL GUIDE FOR SELECTING RECREATION WORKERS
FOR SERVICE IN HOSPITALS OF THE ARMY AND NAVY

Domestic and Overseas

Women

POSITION

Recreation workers are assigned to Red Cross staffs in hospitals of the Army and Navy, both within and without the continental United States. They are under the direction and supervision of the Red Cross hospital executive. When a hospital staff includes two or more recreation workers, one is designated head recreation worker.

RESPONSIBILITIES AND DUTIES

Recreation workers are responsible for planning, organizing, and conducting recreation activities as a part of the social service program of the Red Cross in the hospital. They develop the required schedules of events and of hours of duty for recreation personnel.

Recreation activities are conducted primarily for patients; promotion of recreation plans for duty personnel of the hospital is undertaken only upon the request of the commanding officer. The usual hospital situation includes an auditorium and a lounge as facilities for Red Cross use; recreation workers conduct activities there and also in the wards of the hospital. While basic supplies are provided by the Red Cross, opportunity exists for individual initiative and resourcefulness in the use of materials characteristic of the locality.

Recreation workers supervise selected volunteers whose efforts supplement those of the employed staff. They also prepare the necessary reports, schedules, letters of acknowledgment, etc.

All recreation activities for patients must have prior approval of the appropriate hospital officials. Development of leadership by the patients themselves is an objective. The following are typical activities:

1. Social recreation, ranging from dancing to small informal gatherings. Patients and others may share in the committee work.
2. Quiet games including card and table games; semiactive games including shuffleboard and ping-pong.
3. All forms of recreation dramatics, emphasizing those staged by the patients themselves.
4. Informal musical programs, including both choral and instrumental types.
5. Varied craft activities, solely for diversion and recreation.
6. Individual pursuits such as reading, writing, and conversation; development of interest in hobbies.

AGE

An applicant must be between the ages of 25 and 45. Only a person of outstanding qualifications will be accepted outside these age limits.

EDUCATION AND EXPERIENCE

Graduation from a college or university, with a major in recreation, or in sociology, psychology, physical education, music, dramatics, or arts and crafts is required. In exceptional instances, two years of academic training and three years of work in recreation or allied fields may be considered the equivalent of a complete college course.

Preference is given to applicants who have had recreation experience in a hospital, institution, community center, playground, settlement house, industry or camp. Actual organization and conduct of activities should be a part of this background. Some experience in administration and in the supervision of other workers is also desirable. Requirements as to experience may be satisfied in some instances by practice leadership courses in college.

The applicant must have skill in at least two of the activities listed above, plus acquaintance with others and an appreciation of the whole field of recreation.

PERSONAL QUALIFICATIONS

The candidate should have a friendly personality, a sense of humor; tact, a gracious manner, well-modulated voice, well-groomed, attractive appearance; physical stamina; maturity of judgment; sincerity of purpose; emotional stability, resourcefulness and initiative in using limited facilities; acceptance of hospital routine; sensitivity to the condition and needs of the individual patient and the moods of the group; ability to work as a member of a team, and to adjust to such changes in conditions, assignments, and schedules as circumstances may demand. She should have a friendly, impersonal attitude toward patients; racial and religious tolerance; understanding of sectional customs; recognition of and adherence to military regulations and etiquette. She should have an appreciation of the contribution of volunteers and readiness to work with them; an understanding of the place of recreation in the hospital environment and its relation to the Red Cross national and chapter program for disabled servicemen.

PHYSICAL

The applicant must be in good physical health as evidenced by a medical examination by a physician in good standing with the American Medical Association. Reports of all physical examinations will be reviewed for final approval by the medical director of the American Red Cross.

CITIZENSHIP

The applicant must be a citizen of the United States and must be able to furnish a certified copy of a birth certificate or other proof of citizenship. Her record as a citizen must be satisfactory to the military authorities as well as to the American Red Cross.

Note: Women with children under 18 years of age are not accepted for overseas service.

AMERICAN RED CROSS
NORTH ATLANTIC AREA
800 4TH AVENUE
NEW YORK CITY

THE AMERICAN NATIONAL RED CROSS
WASHINGTON, D. C.



GENERAL GUIDE FOR SELECTING STAFF ASSISTANTS FOR
CLUB, CLUBMOBILE AND RECREATION CENTERS

Overseas

Women

GENERAL

Staff assistants are assigned by the American Red Cross to assist in the conducting of the club and recreation programs serving members of the armed forces abroad.

Candidates for positions must be in good physical health as evidenced by a physical examination by a physician in good standing with the American Medical Association. Reports of all physical examinations will be reviewed for final approval by the medical director of the American Red Cross. They must be citizens of the United States and must be able to furnish a certified copy of a birth certificate or other proof of citizenship. Their records as citizens must be satisfactory to the military authorities as well as to the American Red Cross. Red Cross staff assistants will usually be sent from the United States.

RESPONSIBILITIES AND DUTIES

Subject to approval of the proper supervisory official, staff assistants are full-time paid staff members responsible for a major share of program leadership. This includes the following:

1. Providing an atmosphere of youthful hospitality and friendliness.
2. Assisting in conducting an information service; acquainting men in the armed forces with services of the clubs; providing registration facilities; making arrangements for mail, cables, and telegrams to be sent or expected by men on leave; distributing available tickets to sports events, theatres, and movies; keeping on prominent display church directories, timetables, and sight-seeing schedules.
3. Planning musical programs; leading instrumental and singing groups; being responsible for use of juke box, radio, and phonograph.
4. Assisting with the conducting of a library service where such service is provided.
5. Planning and conducting parties and dancing.
6. Organizing resources for participation in quiet games, including card and table games; semiactive games, including shuffleboard and ping-pong.
7. Organizing and directing skits, pantomimes, radio programs, one-act plays, play-reading, and concerts.
8. Assisting with craft activities.

9. Organizing and leading group activities in hobbies, discussion groups, and forums.
10. Organizing resources to stimulate restful individual pursuits such as reading, writing, talking, lounging, and just sitting, and self-organizing, self-motivating individual hobbies.
11. Assisting with outdoor activities, including nature study and sports.
12. Assisting in the use of volunteers.
13. Assisting in the operation of canteen service, including preparation and serving of food.

CLUBMOBILES

1. In addition to the above qualifications, staff assistants who are selected for assignment to clubmobiles must be well qualified and experienced automobile drivers. They should also possess some knowledge of motor mechanics.
2. They must have suitable experience in outdoor living.

AGE

Applicants should be between the ages of 25 and 35 years inclusive. Only persons with outstanding qualifications will be accepted outside these age limits.

EDUCATION, TRAINING AND EXPERIENCE

The candidate should be preferably a graduate of a college or university, with a major in recreation, music, dramatics, arts and crafts, physical education, or other fields allied with recreation. Outstanding experience may be considered as a substitute for a college degree. Applicant must be excellent in one of the recreation skills listed in the preceding section, "Responsibilities and Duties." Excellence in several is preferred.

PERSONAL QUALIFICATIONS

Candidates should be well groomed, attractive, friendly yet impersonal in their attitude toward men, have a sense of humor, maturity of judgment, resourcefulness and imagination, sincerity of purpose, ability to adjust to uncertain assignments and changing conditions, appreciation of varied backgrounds, racial and religious understanding, recognition of and adherence to military etiquette and regulations, the ability to win the liking of those with whom they come in contact, and willingness to do, whenever necessary, such jobs as washing dishes, carrying supplies, etc.

Note: Women with children under 18 years of age are not accepted for overseas service.

THE AMERICAN NATIONAL RED CROSS

WASHINGTON, D. C.

AMERICAN RED CROSS
NORTH ATLANTIC AREA - 72340
800 4TH AVENUE
NEW YORK CITY



AMERICAN RED CROSS

EMPLOYMENT OPPORTUNITIES (Abridged)

GENERAL

Candidates for positions must be citizens of the United States. They must be in good physical health, as evidenced by a physical examination performed by a physician of good standing. Men of selective service age cannot be considered unless they have dependents or are eligible for deferment for other reasons. Applicants with occupational deferments are not acceptable.

AMERICAN RED CROSS CLUB PERSONNEL (Overseas Only)

At the request of the War Department, the American Red Cross is establishing and operating clubs in leave areas overseas. These clubs are designed to meet the leisure-time needs of men who are on furlough from their military duties. They provide, in addition to food and lodging, a well-rounded program of recreation for the men of our armed forces. They also provide service to men in meeting their personal problems or those of their dependents. Clubs vary in size according to the needs in each locality. Some of them house 200 or 300 men and feed several times that number. Some of the staff, including a large number of volunteers, is recruited in the country in which the club is located. The following staff members are being recruited in the United States for these clubs:

CLUB DIRECTOR (Men) - Age: 35 to 50.

The club director is responsible for the entire operation of the club. He interprets the purpose and program of the club to the community and to the military and naval authorities. Men chosen for these positions must have had at least 5 years of proved executive, administrative, and organizational experience.

ASSISTANT CLUB DIRECTOR (Women) - Age: 35 to 45.

The assistant club director will assist the director in the over-all operation of the club. Proved executive and organizational ability is essential. Where paid executive and organizational experience has been outside of social welfare programs, capacity for such service must be evidenced through active leadership in community activities on a voluntary basis. Experience in organizing and operating large community centers and camps is desirable.

PROGRAM DIRECTOR (Men) - Age 30 to 50.

The program director is responsible for the planning, organizing, and promoting of all recreation activities within the club. Three years of full-time experience in leisure-time programs in public or private agencies is the minimum requirement. This experience should include the organization and leadership of recreation activities, recreation administration, and community organization.

ASSISTANT PROGRAM DIRECTOR (Women) - Age: 25 to 40.

The assistant program director assists in planning, organizing, and promoting the recreation program within the club. Graduation from an accredited college with a major in recreation is desired. A minor in recreation with a major in dramatics or arts and crafts is acceptable. Two years of academic college work and three years of experience in recreation or an allied field may be considered the equivalent of a complete college course.

PERSONAL SERVICE DIRECTOR (Women) - Age: 30 to 45.

These workers are responsible for assisting men of the armed forces with their personal and family problems. Candidates should be graduates of an accredited school of social work with three years of wide and successful experience in the field of social work. In exceptional instances, in lieu of graduation from an accredited school of social work, a minimum of five years' successful experience in one or more accredited agencies (family case work agency, public or private) with a record of outstanding ability and performance may be considered as equivalent to such training.

RECREATION STAFF ASSISTANTS (Women) - Age: 25 to 35.

Recreation staff assistants are members of the staff under the supervision of the club director or, frequently, under the direct supervision of the program director. They provide the club with an atmosphere of youthful hospitality and friendliness, assist with information service, and aid in the conducting of the general recreation program in the club. Graduation from an accredited college with a major in recreation, music, dramatics, arts and crafts, physical education, or other fields allied with recreation is desirable. In exceptional instances outstanding experience in recreation may be considered as a substitute for college graduation.

OPPORTUNITIES FOR SERVICE IN MILITARY HOSPITALS

(Domestic and Foreign)

**MEDICAL AND PSYCHIATRIC SOCIAL WORKERS (Women)*

Domestic - Field Directors - Age 30 to 50.

Domestic - Staff Case Workers - Age 25 to 45.

Foreign - Asst. Field Directors - Age 30 to 45.

These positions are in Army general and naval hospitals. The field director and assistant field director have responsibility for supervising case work service to patients and hospital personnel; for supervision of recreation for convalescent patients; for selection, training, and supervision of volunteers; and for the interests of visiting relatives who may need assistance. The social case workers conduct case work service to patients and hospital personnel.

There are a limited number of opportunities for psychiatric social workers in psychiatric units of naval and Marine Corps training stations and mental hygiene units of the Army. In these positions the worker serves as assistant field director.

Requirements: Graduation from an accredited school of social work specializing in medical or psychiatric social work; from two to five years of case work experience in a recognized case work agency, one year of which must have been in an in-patient or an out-patient service of a hospital or a satisfactory equivalent combination. Field directors must have had at least one year's experience in a supervisory or administrative capacity.

**SOCIAL CASE WORKERS (Women)*

Domestic - Asst. Field Directors - Age 30 to 50.

Domestic - Staff Case Workers - Age 25 to 45.

Foreign - Asst. Field Directors - Age 30 to 50.

Case workers from the general field of social work are employed as assistant field directors in Army and naval hospitals here and abroad. Staff case workers at present are employed in this country only. For the position of assistant field director supervisory and administrative experience is essential. Preference is given to those applicants who have graduated from an accredited school of social work with from two to five years of case work experience in an accredited social agency.

**HOSPITAL RECREATION WORKERS (Women)*

Domestic - Age: 25 to 50.

Foreign - Age: 25 to 45.

Women chosen for these positions plan and conduct medically approved programs of recreation for convalescent patients in Army and Navy hospitals. Candidates must have the ability to organize and conduct a varied program for individual patients in the wards. They should also be capable of organizing parties, entertainments, dramatics, music, and games in hospital recreation rooms. They must have the ability to interest volunteers in the program and be capable of supervising them.

Requirements: Graduation from an accredited college plus one year's experience in recreation. Applicants must be excellent in two or more of the recreation skills associated with a hospital recreation program. Two years of academic training plus three years of successful experience in recreation or allied fields may be accepted as the equivalent of a complete college course.

OPPORTUNITIES FOR SERVICE IN MILITARY AND NAVAL CENTERS

OTHER THAN HOSPITALS (Domestic and Foreign)

**FIELD DIRECTORS AND ASSISTANT FIELD DIRECTORS (Men) - Age: 30 to 50.*

Field directors and assistant field directors are stationed in military and naval centers here and abroad. They counsel and advise men in the service regarding personal and family problems. They make frequent contact with Red Cross chapters in the home communities of the men regarding these problems and regarding benefits which may be due the service man or his dependents. Training in a school of social work is highly desirable. Proved ability in law, education, counselor services, business counseling, insurance counseling, etc. will be considered in lieu of the above. In general, however, such experience should have been supplemented at least on a volunteer basis by active participation in community activities of a social welfare nature in such organizations as Boy Scouts, Y.M.C.A., Red Cross chapters, community chests and councils, health agencies, municipal housing developments, settlement houses, etc.

**ASSISTANT FIELD DIRECTORS FOR RECREATION (Men) - Age: 30 to 50.*

The assistant field director for recreation, in addition to assisting men of the armed forces in meeting personal and family problems, cooperate with the Special Service officers and regimental recreation officers in planning, organizing, and promoting recreation activities in military centers overseas. Men selected for these positions must have a minimum of three years' experience in the recreation field and be familiar with planning, organizing, and promoting all recreation activities such as sports, games, entertainment, arts and crafts, music, and dramatics, special emphasis being placed upon experience in what is generally known as social recreation.

OPPORTUNITIES FOR SERVICE IN AREAS AND CHAPTERS

(Domestic and Foreign)

In addition to the specific requirements involving professional training and experience, all area and chapter personnel must have a recognition of the value of volunteers in the Red Cross program. Assurance is needed that they will be able to recruit volunteers, arrange for their supervision, and work harmoniously with them. Capacity for contributing toward community social welfare planning and a definite interest in such activities are required of all area and chapter personnel.

**CHAPTER EXECUTIVE SECRETARIES (Men or Women) - Age: 25 to 50.*

The chapter executive secretary is selected by the chapter board, which usually seeks advice or advisory service of the area office. A college degree and experience in administration are desired. For those who have direct responsibility for home service work, training and experience in case work are required.

**CHAPTER NUTRITIONIST (Women) - Age: 23 to 55.*

Some urban chapters are now employing nutritionists to direct this program, which involves not only teaching of lay groups and of volunteer instructors for lay groups, but also giving leadership to chapter and community planning for a nutrition program.

Requirements: B.S. or B.A. degree in home economics with a major in foods and nutrition. At least two years' experience as a home economist in a social or health agency. Two years of teaching or research in nutrition may be substituted for one year in an agency. Executive and organizing ability are necessary. Training and experience must have been within four years of application.

*GENERAL FIELD REPRESENTATIVES (Men or Women) - Age: 28 to 45.

General field representatives are employed by the area management and are assigned to general field service with chapters in a definite section of a state. They assist chapters in developing Red Cross activities and understandings with other community agencies. Graduation from college with experience in community organization is desired.

HOME SERVICE

(Domestic and Foreign)

*CHAPTER HOME SERVICE WORKERS (Women and Men) - Age: 23 to 50.

Home Service provides case work service to the families of men in the armed forces. Chapters select these workers with advice of Home Service field representatives and area personnel service. These workers must have case work training and experience. The requirements vary somewhat in relation to the size of the community, and to responsibilities involved.

*HOME SERVICE CORRESPONDENTS (Women) - Age: 30 to 50.

Home Service correspondents are employed in the national headquarters office and in the area offices. They give assistance to chapters through correspondence regarding Home Service policy and procedure. They also offer consultation in the handling of specific cases.

Requirements: College graduation, training in a school of social work, and case work experience in a recognized agency, at least one year of which has been in a supervisory capacity.

*HOME SERVICE FIELD REPRESENTATIVES (Men or Women) - Age: 30 to 50.

Home Service field representatives are employed by the area office and provide supervision of chapter Home Service programs by means of group study in institutes and through consultative service in individual chapters. They interpret the Home Service program to other social agencies on the state level and assist chapters in this interpretation to other local agencies.

Requirements: Completion of one year of graduate work in an accredited school of social work (preference is given to graduates of such schools), two years experience as a supervisor of staff, participation in agency training program, and successful experience in social work administration.

Those interested in foreign service in any of the above mentioned positions should be referred to:

Employment Service, National Headquarters
American Red Cross
Washington, D. C.

*In those positions where domestic service is desired and where the positions are available in the United States, the individual should communicate with the nearest Red Cross area personnel office as follows:

Frank S. Chase
North Atlantic Area, 300 Fourth Avenue
New York, New York

Midwestern Area, 1709 Washington Avenue
St. Louis, Missouri

Eastern Area, 615 North St. Asaph Street
Alexandria, Virginia

Pacific Area, Civic Auditorium,
San Francisco, California

Paul Amundsen - Boston, an state recs. committee
17 Gloucester St.



GENERAL GUIDE FOR SELECTING CASE WORKERS FOR
SOCIAL SERVICE STAFFS IN HOSPITALS OF THE ARMY AND NAVY,
Domestic and Overseas

Women

POSITION

Case workers are assigned by the American Red Cross to its social service staffs in hospitals of the Army and Navy, both within and without the continental United States. The case work service in each hospital is supervised by a medical or psychiatric social worker. The Red Cross hospital executive is responsible to the commanding officer of the hospital for the conduct of the social service program, and is administratively responsible to the Red Cross.

RESPONSIBILITIES AND DUTIES

Under the direction and supervision of the Red Cross hospital executive, the case worker is responsible for medical or psychiatric case work for patients in close cooperation with medical officers. It includes such services as:

1. Helping the patient to understand his condition, accept its implications, follow treatment recommendations, and adjust to the hospital situation.
2. Securing information concerning the earlier history and current social situation of the patient as an aid in determining diagnosis, treatment plans, and disposition of the case.
3. Interpreting to the patient's family his medical condition and the treatment prescribed; planning for needed future care through contact with visiting relatives and communication with Red Cross chapters; assisting, as may be indicated, in plans for the comfort and guidance of visiting relatives.
4. Planning with the patient and the medical officer whatever measures are needed to relieve the patient from the tension resulting from problems concerning him or his family.
5. Furnishing information about government benefits and assisting in the preparation of claims for potential benefits; assisting patients who are to be separated from service due to disability to make plans for adjustment to civilian life.

Red Cross resources available to the case worker in meeting the patients' needs include:

1. Cooperation of the Red Cross chapter in the appropriate locality, in whatever measures are suited to the situation of the patient and his family; this is secured through correspondence.

2. Financial assistance, in the form of loans or grants, to patients or their dependents, when needed.

3. Comfort articles, for distribution to patients as required.

AGE

Women between the ages of 25 and 50 will be considered for domestic assignments, and between the ages of 25 and 45 for overseas assignments.

EDUCATION AND EXPERIENCE

1. For medical and psychiatric case workers graduation from an accredited college or university is required, and completion of the full course in medical or psychiatric social case worker (including class and field work) in an accredited school of social work. At least two years of social case work experience in medical or psychiatric in-patient or out-patient service, or two years of social case work experience in a family agency plus one year of social work experience with a medical or psychiatric in-patient or out-patient service; or a satisfactory equivalent combination is essential.

2. For general case workers graduation from an accredited college or university is required, and completion of the full course in an accredited school of social work, or at least one year's training in such a school, plus two years' satisfactory experience in a recognized social agency. Because of the war emergency, applicants with outstanding personal ability will be considered provided they have had four years' satisfactory service in a recognized social agency, one year of which shall have been in a supervisory capacity.

PERSONAL QUALIFICATIONS

The candidate should possess a friendly personality; a sense of humor; dignity; poise, tact and maturity; qualities of integrity, intellect and appearance which inspire respect and confidence; ability to work well with others; a gracious manner and a well-modulated voice. She should have a friendly but impersonal attitude toward patients; racial and religious understanding; understanding of sectional customs and willingness to adjust to them; recognition and acceptance of military etiquette and regulations; appreciation of the contribution of volunteers, and ability to make use of their services.

PHYSICAL

An applicant must be in good physical health, as evidenced by a medical examination by a physician in good standing with the American Medical Association. Reports of all physical examinations will be reviewed for final approval by the medical director of the American Red Cross.

CITIZENSHIP

An applicant must be a citizen of the United States and must be able to furnish a certified copy of a birth certificate or other proof of citizenship. Her record as a citizen must be satisfactory to the military authorities as well as to the American Red Cross.

Note: Women with children under 18 years of age are not accepted for overseas service.

THE AMERICAN NATIONAL RED CROSS
WASHINGTON, D. C.

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