



Michigan Coalition Against Homelessness AmeriCorps Program Member Position Description

Host Site: Housing Services Mid Michigan
Position Title: Housing Search & Information Specialist AmeriCorps Member
Position Type: Half-Time/900 Hours – 20 Hours/Week
Duration of Term: October 4th, 2021 – September 30th, 2022

Reports to (daily): Bridgett Flynn, AmeriCorps Host Site Supervisor
bflynn@hs-mm.org, 517.541.1180

Reports to (overall): MCAH Program Director

Program Objectives:

The Michigan Coalition Against Homelessness AmeriCorps Program will support service providers by increasing their capacity to offer assistance and services to homeless and at-risk individuals and families. As an overall program, AmeriCorps members in the program provide direct, comprehensive services to those experiencing or at-risk of homelessness in order to bring those individuals under the scope of services, assist with increasing self-sufficiency in the areas of income, life skills, and employment, and assist with obtaining/maintaining employment. Members will fulfill their specific positions, based on the needs of their host site organization, to contribute toward this increased capacity to serve their communities more efficiently and effectively.

Classification:

According to the National and Community Service Act of 1990, AmeriCorps members are not considered employees of the agency where they serve, nor are they employees of the program or the federal government. As such, members cannot engage in activities performed by employees of the host agency or otherwise displace employees.

Essential Duties and Responsibilities:

- Assist with intakes to assess the housing needs of that client
- Address housing barriers for the client
- Create/update lists of available housing for the clients to choose from
- Connect clients with necessary funds to pay for security deposits, rental fees, or utility payments
- Maintain/develop relationships with local landlords
- Receive training for/conduct Housing Quality Standards (HQS) and other housing inspections
- Assist with independent living skills support related to addressing income and housing stabilization needs
- Gather and disperse food and clothing donations to clients
- Facilitate delivery of needed household items to clients who receive housing
- Generate information materials for clients, such as newsletters/pamphlets/etc.

- Provide follow-up support services as needed
- Answering basic questions on homeless issues that do not require an appointment;
- Helping clients apply for or referring clients to additional services such as utility assistance, food stamps, legal assistance, etc.
- Attending and actively participating in local Continuum of Care (CoC) meetings;
- Act as the primary Coordinator of our Project Resource Connect/PIT Count events;
- Play a role in any allowable initiative/event that the CoC is coordinating
- Developing marketing materials for dissemination;
- Speaking at other educational events; and
- Provide information, coordination of services, assist with paperwork, and provide referrals to individuals that were formally homeless who hold a Housing Choice Voucher to ensure their housing stability
- Assist clients in obtaining a Housing Choice Voucher by verifying their homelessness.
- Help maintain the waiting list and applications for Kingston Place Apartments
- Enter data into HMIS computer system and maintain case notes in paper files
- Coordinate an event during the week of Homeless Awareness week to educate the community about homelessness
- Develop awareness/outreach blogs/posts for social media on a regular basis to educate the community about homelessness
- Create documents and notifications regarding landlord and tenant rights, eviction process and available housing programs. Then distribute the documents through mailings, press releases, our website, and social media.

Additional Member Activities:

- Recruit and train a minimum of 20 volunteers during the term of service
- Attend member orientation, monthly CTEH conference calls, webinars, and other events related to CTEH service
- Attend Michigan's AmeriCorps Member Celebration
- Attend Michigan's AmeriCorps Signature Service Project
- Attend the program's orientation, regional, mid-year, and end-of-year trainings
- Plan and implement a service project which helps to address homelessness in their community
- Submit quarterly reports by the appropriate deadlines with all necessary information

Training:

Members are expected to participate in program and host site trainings throughout the service year, as scheduled and requested by the program. Basic training events will include member orientation, mid-year training, and end-year training. The program will also schedule various member conference calls and webinar topics. Host sites will be responsible for conducting an initial on-site orientation and training, as well as provided necessary continued training related to the service activities and professional development. For program-held training events, members will be provided the date and details at least three weeks in advance.

Restrictions:

No more than 20 percent of the member's total time can be spent on fundraising or training activities.

Principal Working Relationships:

- Host Site Supervisor
- AmeriCorps Program Director

Desired Skills:

- Prefer coursework or experience in social work or working with people in crisis
- Ability to interact respectfully with individuals from diverse socio-economic backgrounds
- Ability to speak in front of groups of people

Minimum Qualifications:

- Be at least 18 years of age
- Be a U.S. citizen, U.S. national or a lawful, permanent resident of the U.S. and provide a copy of a birth certificate, passport or permanent resident card to prove citizenship
- Have completed of some college or comparable work experience
- Must be able to complete a full term of service (one year)
- Pass the following criminal history checks in accordance with CTEH National Service Criminal History Check policy: State of Michigan, DHS Central Registry Clearance, FBI fingerprinting, and National Sex Offender Registry
- Have a car or can arrange reliable transportation to and from service site, multiple mandatory training sessions in Lansing, and travel on behalf of site
- Possess proficiency with word processing software and email
- Be able to interact respectfully with individuals from diverse socio-economic backgrounds

COMPENSATION:

- A stipend totaling \$7,994 for HT, paid bi-weekly over the course of the service year
- Upon successful completion of the term, an education award, \$3,172.50 for HT

The member hereby acknowledges, by their signature, that they have read, understand, and agree to all the terms and conditions of the position description.

Member Signature

Date

The site supervisor hereby acknowledges, by their signature, that they have discussed the position description with their AmeriCorps member and that the member and Program Director will be notified immediately if any changes to the position description are necessary.

Site Supervisor Signature

Date

Finalized: June 15, 2021