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**Michigan Coalition Against Homelessness AmeriCorps Program**

**Member Position Posting**

**Host Site:** Housing Services Mid Michigan

**Position Title:**  Housing Search and Information Specialist, AmeriCorps Member

**Position Type:** Half-Time/900 Hours (20 hours/week minimum)

**Duration of Term:** October 3rd, 2022 – September 29th, 2023

**Important Details:**

a. AmeriCorps Members will receive a living stipend of $10,059 paid bi-weekly.

b. Members will receive an Educational Award of $3,247.50 upon successful completion of service.

c. AmeriCorps members are not considered employees of the program, the host site, nor of the government.

**Program Objectives:**

The Michigan Coalition Against Homelessness AmeriCorps Program will support service providers by increasing their capacity to offer assistance to homeless and at-risk individuals and families. Specifically, the AmeriCorps members in the program will provide services that will increase an individual’s self-sufficiency in the area of income and life skills.

**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
* 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, regular webinars, and other events related to service
* Attend Michigan’s AmeriCorps Member Celebration
* Attend Michigan’s AmeriCorps Signature Service Project
* Attend the program’s orientation, mid-year, and end-of-year trainings
* Plan and implement a service project which helps to address homelessness in their community
* Submit reports by the appropriate deadlines with all necessary information

**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 the National Service Criminal History Check policy: State of Michigan, State of Residency (if applicable), 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

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**To Apply:**

Please submit resume and cover letter to Bridgett Flynn , site supervisor, at bflynn@hs-mm.org and to Kelli Beavers, program director, at kbeavers@mihomeless.org.