



AmeriCorps

**Michigan Coalition Against Homelessness AmeriCorps Program
Member Position Description**

Position Title: Housing Search and Information Specialist AmeriCorps Member
Position Type: Full-time
Duration of Term: October 2nd, 2023 - September 27th, 2024

Reports to (daily): AmeriCorps Host Site Supervisor
Matthew Tommelein
Coordinated Entry Programs Manager,
Mt1@chsinc.org

Reports to (overall): MCAH Program Directors

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:

Housing Search and Information Specialist Position

- 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

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 Directors

Desired Skills:

- Experience working with people in crisis
- Eagerness to learn, empathy
- Experience in Microsoft Suite
- Intellectually curious

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 MCAH’s National Service Criminal History Check policy: State of Michigan, State of Residence (if applicable), FBI fingerprinting, and National Sex Offender Public 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 \$19,000 for FT or \$10,059 for HT, paid bi-weekly over the course of the service year

- Upon successful completion of the term, an education award, \$6,895 for FT or \$3,447.50 for HT, which can be used towards qualified student loans
- Health insurance, provided for by the program, for full time members only