



## Michigan's Campaign to End Homelessness AmeriCorps Program Member Position Description

**Host Site:** Community Housing Network  
**Position Title:** Housing Search and Information Specialist AmeriCorps Member  
**Position Type:** Full-Time/1700 Hours  
**Duration of Term:** October 8, 2018 – October 4, 2019

### Important Details:

- a. AmeriCorps Members will receive a living stipend of \$13,732 paid bi-weekly.
- b. Members will receive an Educational Award of \$5,815 upon successful completion of service.
- c. The program will provide health care coverage for full-time members, if they elect to enroll.
- d. AmeriCorps members are not considered employees of the program, the host site, nor of the government.

### Program Objectives:

Michigan's Campaign to End Homelessness (CTEH) 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 CTEH 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:

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
- Assisting in compiling applications and supporting documentation for Housing Choice Vouchers and Special Needs units well as referral to Oakland County PSH Centralized Housing Registry as applicable
- Assist with intakes to assess the housing needs of that client, utilizing the VI SPDAT for potential program participants that are presenting as homeless
- Address housing barriers for the client to include working with program participants entering housing to develop housing goals and objectives to move towards securing and maintaining safe and affordable housing as well as increased self-sufficiency utilizing SPDAT tools
- Maintain/develop relationships with local landlords
- Coordinate a regular landlord forum that reaches local landlords and service providers to foster direct relationships between them so that this is a community resource rather than an internal agency tool.
- Assist in community activities organized by both CHN and other community partners such as PIT Count, Community Resource Day, Landlord Forums, etc.

- 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

**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

**Desired Skills:**

- Ability to work independently, conceptualize projects and manage multiple priorities
- Basic computer skills including familiarity with word processing, EXCEL, and desktop publishing
- Information research skills
- Skill in organizing resources and establishing priorities
- Excellent verbal and written communication skills
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Some flexibility to serve some evening and some weekend hours

**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

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**To Apply:**

Please submit resume and cover letter to Mellena Martinez at [mmartinez@chninc.net](mailto:mmartinez@chninc.net) and to Kelli Beavers, program director, at [kbeavers@mihomeless.org](mailto:kbeavers@mihomeless.org).