



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

Host Site: Community Housing Network
Position Title: Outreach 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:

Outreach Specialist Position:

- Conduct intakes for the MSHMIS screen process
- Maintain regular contact with other local service providers to make appropriate referrals for clients
- Provide housing information and access to services to those on the streets and not engaged in care
- Link/coordinate with resource specialists for housing resources
- Gather and disperse food and clothing donations to clients
- Link and provide information to mainstream services and benefits (Medicaid, SSI/SSDI, Section 8, TANF, etc.)
- Generate information materials for clients, such as newsletters/pamphlets/etc.
- Provide follow-up services to outreach clients
- Conduct street outreach and provide follow up services to clients experiencing homelessness. Conduct outreach as part of a team and participating screening potential program participants, providing services and linkage to those the outreach team may encounter that do not meet Community Programs' requirements.
- Serve in the Housing Resource Center and meeting with people who are experiencing a "housing crisis" to develop housing goals and action steps while reviewing community resources, programs and choices related to program participant's situation.
- Conduct intakes for individuals that do not meet Community Programs' requirements at the HOPE Center on in the evenings as scheduled.

- Receive training for and conduct Housing Quality Standard (HQS) or Habitability Inspections for potential client housing.

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

To Apply:

Please submit resume and cover letter to Mellena Martinez at mmartinez@chninc.net and to Kelli Beavers, program director, at kbeavers@mihomeless.org.