

AmeriCorps Member: Housing Search and Information Specialist

OS Community Services in Ypsilanti, MI 48197

\$19,000 a year - Full-time

Essential Duties and Responsibilities:

Housing Search and Information Specialist

- 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
- Meet with consumers to gather income information and calculate monthly rents
- 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 tenancy, including but not limited to - budgeting, the rights and responsibilities of tenants, and landlord/tenant relationships. Facilitate delivery of needed household items to clients who receive housing
- Provide follow-up support services as needed to landlords
- Enter housing related data into HMIS
- Recruit and train volunteers to increase knowledge of the causes of homelessness
- Attend all trainings as required for the position

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

Restrictions:

No more than 20% of the member's reported hours can be spent receiving training and no more than 10% of service hours can be spent engaging in fundraising activities.

Desired Skills:

- Experience working with people experiencing homelessness preferred
- Experience work with vulnerable populations preferred
- Knowledge of landlord/tenant law preferred
- Must be comfortable in negotiating with landlords and rental agencies

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 \$14,279 for FT, paid bi-weekly over the course of the service year
- Upon successful completion of the term, an education award, \$6,195 for FT
- Eligible for health insurance
- Eligible for childcare assistance through Michigan Department of Health and Human Services
- Mileage reimbursement'

Work Remotely

- Temporarily due to COVID-19

Job Type: Full-time

Pay: \$19,000.00 per year

Benefits:

- Health insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

COVID-19 considerations:

To keep our staff as safe as possible, SOS promotes social distancing in the workplace, provides masks, gloves, hand sanitizer and face shields to all employees, and has installed physical barriers when social distancing cannot be consistently maintained

Ability to commute/relocate:

- Ypsilanti, MI 48197: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Working with homeless population: 1 year (Preferred)

Work Location: In person