



ACCESSING HOME

AMERICORPS

RECRUITING:

Part-Time and Full-Time AmeriCorps Members

NeighborWorks Blackstone River Valley and partners seek 12 outstanding, dedicated individuals to provide a year of service with AmeriCorps as part of the Accessing Home program. Members will develop and implement a resident self-sufficiency program designed to 1) support low and moderate income families to move off of housing waitlists into safe, affordable, and healthy rental housing, 2) reduce evictions among existing tenants and 3) build assets to increase economic stability. Members will work from an empowerment model, supporting the self-actualization of residents, providing a framework for residents to work towards self-sufficiency, and recognizing and addressing the strengths and limitations of each participating family.

IMPORTANT AND ESSENTIAL DUTIES

- Establish linkages and referral relationships with agencies and service providers in the community who will provide direct services to residents.
- Work and consult with residents, property managers and your assigned organization to ensure understanding of participant needs and appropriate service delivery.
- Provide general case management which includes intake, education, and referrals of residents to service providers in the general community.
- Collaborate with other AmeriCorps members to maintain a Community Services Resource Directory for Residents.
- Deliver educational sessions in both individual and classroom formats for residents designed to prepare them to become responsible tenants
- Monitor the ongoing provision of services from community agencies to make sure that they are appropriate for the needs of the households.
- Educate staff and property management team about the needs of and services available for residents.
- Coordinate all program services, use of site facilities and equipment with site management and supervisors.
- Maintain up-to-date case management records; keep provider agencies current with the progress of clients.
- Work collaboratively with service providers and property managers to ensure that program outcome measures are met.
- Demonstrate clarity and neatness in all forms of reporting and communication.
- Maintain resident confidentiality and comply with code of ethics.
- Maintain mutually respectful, collaborative relationships with staff and residents.
- Perform other related duties and responsibilities as required.

SERVICE RELATED QUALIFICATIONS

Applicants are required to submit to a 3-part criminal history check (however certain offences do not exclude you from serving) and document status as citizen or lawful permanent resident. Members must be at least 18 years old and have or be in the process of obtaining a high school diploma or GED.

Knowledge of:

- Supportive services and other resources in the community.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Counseling principles and practices.
- Social, economic and demographic characteristics of the community.
- Modern office procedures, methods and computer equipment.
- English usage, spelling, grammar and punctuation.

Ability to:

- Identify target population needs.
- Identify, develop and sustain a network of people and other resources that can address resident needs.
- Advocate, organize, problem-solve and obtain results for residents.
- Write clear reports and business correspondence.
- Effectively present information.
- Work flexible hours, including occasional evening or weekend work.
- Work independently, and as part of a team.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships.
- Learn how to function within housing specific software.

Ideal candidates will:

- Be dedicated and have initiative.
- Have some college experience.
- Be comfortable working in diverse communities.
- Have strong verbal and written skills.
- Be bilingual. English and Spanish preferred.
- Be computer literate including Google Apps and Microsoft Office.
- Be comfortable with public speaking and have presentation skills.
- Have experience working simultaneously on multiple projects.
- Be a U.S. Citizen and at least 18 years of age.

COMPENSATION

For Full Time Members:

- Living Allowance of \$14,500
- Education Award of \$5,920
- Health Coverage (excludes dependents)
- Training, Professional certification as a Resident Services Coordinator
- Childcare, if needed

For Part Time Members:

- Living Allowance of \$7,250
- Education Award of \$2,960
- Training, Professional certification as a Resident Services Coordinator

REQUIREMENTS

Both full-time and part-time positions are available and require a commitment to serve for one year beginning 2/5/2018 and completing service on 12/31/2018. Full-time members will serve 1700 hours (approximately 40 hours per week) and part-time members will serve 900 hours (approximately 20 hours per week). All AmeriCorps members must have access to reliable transportation and attend orientation on the following dates:

- February 5, 2018: 9:30am – 4:00pm
- February 8, 2018: 1:00pm-5:00pm
- February 12, 2018: 1:00pm-5:00pm
- February 19, 2018: 1:00pm-5:00pm
- February 22, 2018: 1:00pm-5:00pm
- February 26, 2018: 1:00pm-5:00pm
- March 1, 2018: 1:00pm-5:00pm

HOW TO APPLY

Applications will be accepted online through [this link](#) until Monday, January 15, 2018 or until the service position is filled. In addition to your application, please submit your resume to lroach@neighborworksbrv.org. For more information, contact Laura Roach at lroach@neighborworksbrv.org.