



ACCESSING HOME



AMERICORPS

RECRUITING:

Part-Time and Full-Time AmeriCorps Members

Accessing Home is seeking individuals who are passionate about community development, affordable housing access, and social work to serve as full- and part-time AmeriCorps members at different sites in Rhode Island.

What We Do

The majority of Rhode Island's renters are cost-burdened and at risk of housing instability. Accessing Home AmeriCorps members serve to alleviate the economic challenges faced by low- and middle-income households by delivering the following services at non-profits across Rhode Island:

- one-on-one eviction prevention intervention
- financial coaching
- job search support
- classroom-based tenant education
- community outreach and awareness campaigns
- many more activities

IMPORTANT AND ESSENTIAL DUTIES

Tenant Education/Rent Rite: Facilitate the Rent Rite curriculum to prospective tenants on the Service Site waitlist and conduct one-on-one follow-up appointments with participants to help them address specific housing barriers. Submit required participant intake documentation to the Housing Network of RI, including credit authorizations, and maintain a file on each participant. Keep all Personal Identity Information confidential. Work with Housing Network of RI staff to assist with program outreach and marketing materials. Program success is determined by the number of participants who successfully attain affordable housing.

Housing Success/Back on Track Eviction Prevention: Orient new residents to the Service Site's properties and programs. Assist residents with accessing rent/utility assistance, Case Management services, housekeeping services and other connections to resources needed to prevent notices and evictions when possible. Refer residents to employment organizations and Service Site's Financial Coach when appropriate. Maintain documentation of all interventions, including intake forms, privacy policies, and action plans. Keep all Personal Identity Information confidential. Assist and monitor residents to ensure satisfactory tenancy.

Property Management Liaison: Assist residents in understanding requirements for tenancy made by Property Managers, including on time rental payments. Facilitate discussions between residents and Property Management as needed. Mediate when necessary.

Resident Services: Coordinate community events, such as resource fairs, to generate positive rapport between the property owner and residents. Make residents aware of available community resources and programming. Contribute to Accessing Home statewide resource database.

Asset Management: Research and deliver site-specific information related to leasing units, the eviction process, deal books, and management reporting to the Accessing Home Program as laid out in the “Asset Management Toolkits” provided by the Program.

Evaluation and Outcomes: Work closely with Service Site, Program, and Housing Network staff and Property Management to evaluate the successes of our tenant education and eviction prevention functions. Consistently track and follow-up with program participants to assist with evaluating effectiveness of referrals.

Information and Referrals and Other Resident Resources:

- Develop and maintain relationships with agencies working with low-income, elderly and/or disabled individuals. Work with local supportive service providers in assisting residents to obtain income through employment, SSI or SSD.
- Maintain information on relevant referral resources. Produce community resource documents to promote community access.
- Organize and facilitate resident meetings. Problem solve with residents when appropriate. Provide professional communication and leadership in a variety of meeting/presentation settings that support open, honest communication and inclusion of diversity.
- Solicit in-kind donations as needed.
- Educate staff and property management team about the needs of and services available for residents.

Tasks related to AmeriCorps program requirements:

- Attend Accessing Home Orientation.
- Attend bi-weekly Accessing Home Professional Development Training and debriefs.
- Attend Rhode Island AmeriCorps statewide events & training.

SERVICE RELATED QUALIFICATIONS

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 bilingual. English and Spanish preferred.
- Be dedicated and have initiative.
- Have some college experience.
- Be comfortable working in diverse communities.
- Have strong verbal and written skills.
- 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

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.

Both full-time and part-time positions are available and require a commitment to serve for one year. 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 an orientation session with the Program Manager. All members must attend bi-weekly program meetings.

HOW TO APPLY

Applications will be accepted online through [this link](#) on a rolling basis. In addition to your application, please submit your resume to lroach@neighborworksbrv.org. For more information, contact Laura Roach at lroach@neighborworksbrv.org.