



**Michigan Coalition Against Homelessness AmeriCorps Program
Member Position Description**

Position Title: Outreach Specialist AmeriCorps Member
Position Type: Full-Time – 1,700 Hours – 35 Hours/Week Minimum
Duration of Term: October 3rd, 2022 – September 29th, 2023
Host Site: Community Housing Network Inc.

To Apply: Email your resume to gmisuraca@chninc.net

Reports to (daily): Gina Misuraca, AmeriCorps Host Site Supervisor
gmisuraca@chninc.net; 248-824-7323

Reports to (overall): MCAH Program Director

Program Objectives:

The Michigan Coalition Against Homelessness AmeriCorps Program will support service providers by increasing their capacity to offer assistance and services to homeless and at-risk individuals and families. As an overall program, AmeriCorps members in the program provide direct, comprehensive services to those experiencing or at-risk of homelessness in order to bring those individuals under the scope of services, assist with increasing self-sufficiency in the areas of income, life skills, and employment, and assist with obtaining/maintaining employment. Members will fulfill their specific positions, based on the needs of their host site organization, to contribute toward this increased capacity to serve their communities more efficiently and effectively.

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, MI Bridges, TANF, etc.)
- Generate information materials for clients, such as newsletters/pamphlets/etc.
- Provide follow-up services to outreach clients
- Building landlord relationships to secure affordable housing.
- Conduct street outreach and provide follow up services to clients experiencing homelessness. Conduct outreach including nights and weekend outreach as part of a team and participate in screening potential



program participants, providing services and linkage to those the outreach team encounter that do not meet Community Programs' requirements.

- Serve in the Housing Resource Center and meet 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 participants' situation.

Additional Member Activities:

- Recruit and train a minimum of 20 volunteers during the term of service
- Attend member orientation, regular webinars, and other events related to service
- Attend Michigan's AmeriCorps Member Celebration
- Attend Michigan's AmeriCorps Signature Service Project
- Attend the program's orientation, mid-year, and end-of-year trainings
- Plan and implement a service project which helps to address homelessness in their community
- Submit reports by the appropriate deadlines with all necessary information

Training:

Members are expected to participate in program and host site trainings throughout the service year, as scheduled and requested by the program. Basic training events will include member orientation, mid-year training, and end-year training. The program will also schedule various member conference calls and webinar topics. Host sites will be responsible for conducting an initial on-site orientation and training, as well as provided necessary continued training related to the service activities and professional development. For program-held training events, members will be provided the date and details at least three weeks in advance.

Restrictions:

No more than 20 percent of the member's total time can be spent on fundraising or training activities.

Principal Working Relationships:

- Host Site Supervisor
- AmeriCorps Program Director

Desired Skills:

- Ability to work independently, conceptualize projects and manage multiple priorities
- Basic computer skills including familiarity with Microsoft Word, Outlook, Teams, Zoom, word processing, EXCEL, and desktop publishing
- 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

Compensation:

- A stipend totaling \$19,000 for F, paid bi-weekly over the course of the service year
- Upon successful completion of the term, an education award, \$6,495 for FT, which can be used towards qualified student loans
- Health insurance, provided for by the program, for full time members only