



AmeriCorps National Position Description

Affiliate/Host Site Name: Habitat for Humanity of Oakland County	Host Site Manager (HSM) Name: Cristina Verduzco
Program: AmeriCorps National Member Role: Family Services Coordination	Will members engage in any of these programs? <input type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
Service Week (days/times): Monday - Friday, 8:30 AM – 5:00 PM with occasional evenings/weekends	Direct Supervisor Name: Stephanie Osterland
Will this member be actively building on the construction site at least one day per week? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

<p>Goals</p> <p>Our affiliate is expanding our Neighborhood Revitalization (NR) program, which includes strategic acquisition, community collaboration, block cleanups and neighborhood outreach and education. This member position is for Family Services Coordination with a focus on our NR programs. This is critical in helping meet our NR goals through planning, coordination and implementation of projects in partnership with our target community.</p> <p>This member will maintain a pipeline of qualified homeowner families for NR housing programs. This member will lead efforts to recruit families in focus neighborhoods and provide education about the program requirements and the process. They will serve as the homeowner’s liaison and assist with the coordination of their home repair services. This member will be the point of contact for all NR homeowner families and serves as their support throughout the process. This member position is designed to move us substantially forward in accomplishing the affiliate’s goals of ensuring safe and affordable housing in our communities.</p>
<p>Outputs:</p> <ul style="list-style-type: none"> • 800 volunteers will be recruited and/or managed by this AmeriCorps member in the building, rehabilitation, or repair of homes (repairs include ABWK, Weatherization, Critical Home Repair) • 55 homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by this AmeriCorps member and volunteers (repairs include ABWK, Weatherization, Critical Home Repair) • 50 individuals (adults and children) will be provided housing services by this AmeriCorps National member <ul style="list-style-type: none"> ○ 0 individuals affected by a disaster ○ 3 individuals who are veterans, active military, or their family members
<p>Responsibilities of the position</p> <ul style="list-style-type: none"> • Recruit homeowner family applicants for NR programs such as A Brush With Kindness (ABWK) or critical home repair (CHR). • Coordinate existing programs to attract qualified families as needed. This may include: placing posters and fliers at businesses, faith communities, and local employers, and communicating and meeting with various social service agencies. • Assist Family Services staff in responding to calls and emails inquiring about housing programs in a timely manner. • Conduct applicant orientations and assist families in the completion of the housing application. • Work with the Family Services staff to select homeowner families for NR housing programs such as critical home

Any changes/updates to a member’s position description must be approved by your HFHI specialist.



AmeriCorps National Position Description

repair, ABWK, and weatherization projects. Tasks may include preparing financial eligibility calculations, a summary of services requested, and before photos for the staff on each applicant. Assist Family Services staff in making all follow-up and clarification calls on homeowner applications.

- Track sweat equity hours and send families regular updates and letters.
- Work with the Family Services staff to provide educational opportunities to homeowner families. Plan and carry out homeowner education courses. Recruit appropriate teachers/speakers as needed.
- Become familiar with homeowner files to be able to answer day-to-day questions.
- Assist Family Services and Construction staff with collecting needed family information to prepare for each project.
- Assist construction staff with the preparation of the project to be completed on each client's home for NR programs and maintain ongoing communication with families throughout the project.
- Work with homeowner families to ensure all work has been completed on their property and they are satisfied, take photos of completed projects for affiliate records.
- On occasion, work alongside homeowner families as they complete their sweat equity requirements and as work is being done on their home.
- Help identify any other community projects that are needed within the focus neighborhood.
- Manage data collection for community impact and outcomes

Required Meetings, Trainings and Events: Minimum expectations are outlined below, with the understanding that further trainings may be required as determined by HFHI, CNCS or the host site.

- On Site Orientation to local host site
- First Aid/CPR
- HabitatLearns "Foundations of Habitat" series
- Lockton Safety Courses
- Build-a-Thon (spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Monthly meeting with HSM (minimum)
- Bi-weekly meeting with direct supervisor (minimum)
- Life After AmeriCorps Training (LAFTA)
- Staff meetings, Board meetings, community events and home dedications, as appropriate
- Annual staff/AmeriCorps team build day
- Individual and/or group professional development trainings may be available based on AmeriCorps interest, HSM/supervisor recommendation and budget
- Host Site Events such as Rock the Block, Partner Family Christmas Party and various community events. Participation in these events will be in line with AmeriCorps program regulations/restrictions.

Education/Experience/Knowledge/Skills

Required:

- Valid driver's license and ability to meet host site's insurance requirements.
- Microsoft Office Suite (especially Word/Excel)

Preferred/Helpful:

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Ability to work with a diverse group of people
- Strong written and verbal communication skills
- Detail oriented and highly organized

Any changes/updates to a member's position description must be approved by your HFHI specialist.



AmeriCorps National Position Description

- Strong research skills
- Experience working as a member of a team
- Marketing experience
- Knowledge of community development practices

Physical requirements for this position

- Ability to sit at a desk and computer for extended periods of time
- About 40% of this position requires outreach in the community, including visiting buildings and homes that may have stairs.

Service Site Environment:

Members will serve in an open-space office and will share space with other staff and/or AmeriCorps members. Each member will have a desk, computer (with email and internet access), and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies.

Personal vehicle required? No Yes

Some travel is required for this position. Public transportation options are limited in our community so access to a personal vehicle is required to get to and from service, as well as any required meetings. Approved service-related mileage (beyond commuting to and from service) will be reimbursed per the affiliate's policy.

Habitat.org posting blurb:

Serve, learn, lead and explore in the mitten State! Habitat for Humanity Oakland County has been hosting AmeriCorps members since 1995. Our AmeriCorps members play an integral role in providing leadership on our project sites, engaging volunteers to become champions for our mission, and creating new tools and systems to build capacity. Our members are the ambassadors of Habitat Oakland, interacting with over 5,000 volunteers, partner families and community stakeholders. During a year of service with Habitat Oakland, AmeriCorps members gain insight to the inner workings of a non-profit organization and gain hands-on experience in leadership, public speaking and community development. In your off hours, explore the unique downtowns that are scattered throughout Oakland County, drive an hour to explore Detroit or daytrip to the lakeshore where sandy beaches and unsalted water is abundant. Join our Habitat family and form lasting relationships, while creating affordable housing solutions with hard-working families in Oakland County.

www.habitatoakland.org

Any changes/updates to a member's position description must be approved by your HFHI specialist.

Version 11/30/2017