



Michigan's Campaign to End Homelessness AmeriCorps Program Member Position Description

Position Title: AmeriCorps Member – Employment and Benefits Coach
Position Type: Half-Time/900 Hours (20 Hours/Week Minimum)
Duration of Term: October 7th, 2019 – October 2nd, 2020
Host Site: The SHARE Center – Battle Creek

About the SHARE Center

The SHARE Center's mission is to provide a mutually-supportive, safe space with resources for the recovery of vulnerable people who are experiencing issues with homelessness, mental health, hunger, or addiction. We serve over 19,000 meals every year and offer a variety of services, activities, and referrals that help people overcome the barriers that are keeping them in crisis. For more information, please visit www.sharecenterbc.org or facebook.com/sharecenterbc.

Why Serve at the SHARE Center?

Upon completion of your service year at the SHARE Center, you will have a much deeper understanding of homelessness, mental health issues and care, addiction, and food insecurity. You will learn how to help people overcome some of their biggest challenges as you connect them to the resources they need. You will also be making valuable connections in the community that will be of value to you beyond your service year. Additionally, you will learn important job skills and gain professional experience you can use to further a career in social services/social work, public policy, or any number of other fields. The best part is that you will be making a difference in people's lives and in the community!

Program Objectives:

Michigan's Campaign to End Homelessness (CTEH) AmeriCorps Program will support service providers by increasing their capacity to offer assistance to homeless and at-risk individuals and families. Specifically, the AmeriCorps members in the CTEH program will provide services that will increase an individual's self-sufficiency in the area of income and life skills.

Essential Duties and Responsibilities:

Resource Generation and Management

- Network with employers to create access to employment opportunities
- Support clients with job searches
- Assist with resume writing, help with filling out employment applications
- Provide linkages to GED, education, and other skilled trade programs
- Work to create employer mentorship programs
- Seek out employers/organizations who would be willing to assist at the agency for income and/or employment readiness
- Work with clients to help balance budgets, create sustainable living plans
- Teach life skills classes related to income and budgeting
- Provide information to clients related to other income sources (TANF, Medicaid, SSI, etc.)
- Assist clients with applications to mainstream benefits or refer to case manager
- Seek to establish a certified MI-BRIDGES portal
- Connect clients with additional necessary resources
- Gather and disperse food and clothing donations to clients
- Generate information materials for clients, such as newsletters/pamphlets/etc

- Provide follow-up services to clients as needed

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

Desired Skills:

- Excellent verbal and written communication skills
- Desire and commitment to helping homeless individuals achieve and maintain financial stability
- General computer skills and basic proficiency in Word, Excel, PowerPoint, and Publisher
- Ability to help individuals overcome significant barriers in a way that is supportive and non-judgmental
- Creative and critical thinking

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 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:

- This is an AmeriCorps Service position with a stipend totaling \$7,408 for HT, paid bi-weekly over the course of the service year.
- Throughout the service year, the AmeriCorps Service member will have many opportunities for networking, professional development, and real world employment experience will prepare them for the next phase of their career.

How to Apply:

Interested applicants can complete an application at www.sharecenterbc.org/join-our-team and return it to Robert Elchert at robert.elchert@sharecenterbc.org. Include AmeriCorps CTEH in the subject line. Although not required, you are encouraged to submit a cover letter and resume with your application.