



**AmeriCorps**

## **The Michigan Coalition Against Homelessness AmeriCorps Program 2023 - 2024 Program Year Request for Proposals**

The Michigan Coalition Against Homelessness (MCAH) is seeking host sites for the MCAH AmeriCorps program (here-in referred to as the program). During the 2023 - 2024 program year, 17 full-time (FT) and 6 half-time (HT) positions will be available.

### **What is AmeriCorps?**

AmeriCorps is a national service program under the leadership of the AmeriCorps Agency (formerly known as the Corporation for National and Community Service) and administered in the state by the Michigan Community Service Commission (MCSC). Members strengthen their host organizations and local communities through their direct service and the recruitment of volunteers.

AmeriCorps functions as a network of local, state, and national service programs that engage Americans in intensive service to meet our country's most critical needs in education, public safety, health, the environment, and human needs. AmeriCorps members serve with non-profits, public agencies, and faith-based and community organizations.

### **Program Overview and Mission**

The statewide program places AmeriCorps members with homeless service providers to increase their capacity to serve individuals in the community who may be homeless or at-risk of homelessness. Since 2009, MCAH's AmeriCorps members have assisted approximately 35,000 people by providing outreach and connecting them to the services necessary to increase their self-sufficiency and obtain/maintain safe, affordable housing. In addition to providing service, AmeriCorps members in the program may recruit volunteers. Volunteers are an integral part of the mission to end homelessness in Michigan.

The program is led by a program director and assistant program director who oversee all aspects including host site recruitment, member retention, member and supervisor training, and more. The program directors work with you to ensure that the AmeriCorps service year is beneficial to your site and to the member, as well as ensuring all regulations and policies are followed.

Every member receives training, a living allowance, an education award at the end of a successful term of service, and loan forbearance for qualified student loans. Full time members are also eligible for health

insurance and may apply for childcare assistance. Program members must attend a mandatory orientation at the beginning of their service as well as other training throughout the year. Organizations hosting members will be invoiced for the host site match. Host site supervisors must also attend training prior to the start of the service year.

***Funding and placement of AmeriCorps members is contingent upon the funding of the AmeriCorps Agency.***

### **Eligible Applicants**

Agencies interested in hosting a MCAH AmeriCorps member must fit the following criteria:

1. Be a non-profit organization or public agency offering services to homeless or at-risk populations;
2. Utilize the Homeless Management Information System (HMIS) or a comparable database for domestic violence programs; and
3. Actively participate in their Continuum of Care (CoC)

### **Host Site Requirements:**

- Must be a paid member of MCAH for the duration of the program year
- Provide the required host site match fee.
  - Match fees are expected to be between **\$8,575 and \$13,000 for full-time** member slots, and between **\$4,540 and \$8,000 for half-time** member slots.
    - Host site match fees will be confirmed shortly, and MCAH will seek to provide as much support and relief in this amount to service providers as possible.
  - Match amount is owed per member, based on slot type.
- Select a full-time host site supervisor for the AmeriCorps member(s).
- Submit a signed host site agreement
- Submit finalized member position description(s) based on the chosen member position and Allowable Member Activities (in Exhibit B)
- Submit a host site provided orientation and member training schedule
- Advertise, recruit, and select an AmeriCorps member candidate.
- Display the AmeriCorps logo at the entryway of the agency, and in the member's workspace
- Provide adequate office space including telephone, computer, email, and fax access as well as other resources needed.

### **Site Supervisor Requirements:**

- The site supervisor must be:
  - a full-time employee of the agency
  - responsible for the direct day-to-day supervision of the member
  - physically located at the same office building as the member(s).
- Attend the site supervisor training
- Attend the program provided HMIS AmeriCorps Workflow training and ensure member attendance
- Update the member position description as needed throughout the year and provide any changes in writing to the program director for approval first
- Provide regular, consistent, adequate onsite supervision of the AmeriCorps member, including regular supervisory meetings.

- Provide support to complete the goals and objectives as defined by this program
- Ensure that AmeriCorps members are not participating in any Prohibited Activities (in Exhibit C) or unallowable activities
- Ensure AmeriCorps member(s) completes and submits reporting requirements.
- Provide other supervisory and resource support as needed
- Review and approve member timesheets on a biweekly basis
- Respond to program director requests for information, such as member mid-year evaluations or data collection
- Immediately notify the program director of any concerns regarding the member.

### **Member Eligibility**

In order to become an AmeriCorps member with our program, an individual must meet the following minimum requirements.

- Be at least 18 years of age at the start of service;
- 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;
- Successfully pass the National Service Criminal History Check in addition to the program's additional criminal history check requirements
- Attend a new member orientation as well as subsequent program training sessions;
- Have or be able to arrange reliable transportation to multiple events, to and from the host site, and for travel on behalf of the site.

### **Member Benefits**

- Members will receive a living stipend, paid in equal amounts bi-weekly through MCAH.
  - Full-time members will receive \$19,000 (pre-tax)
  - Half-time members will receive \$10,059 (pre-tax)
- Full-time members are eligible for health insurance (for the member only) and may apply for eligibility-based child care assistance.
- Upon successful completion of a term of service, members will receive an education award that can be used toward qualified student loan payments or for continuing education.
  - Full-time members will receive \$6,895
  - Half-time members will receive \$3,447.50
  - Members may also qualify for student loan forbearance for qualified federal student loans and be eligible to have accrued student loan interest paid off after service.

### **Available Slots**

As stated above, the program will have 17 Full-Time (at least 1,700 hours) and 6 Half-Time (at least 900 hours) positions open. Applicants can request multiple slots in any combination they wish. Based on the number of applications received, some slot requests may not be granted.

### **Member Recruitment**

Selected host sites will be responsible for recruiting AmeriCorps members to serve at their host site and recommending candidates to the program director for a final interview. Host sites must create a recruitment plan that encourages diversity. This plan must be approved by the program director prior to the search for an

AmeriCorps member. Host sites should consider a variety of outlets. Any posting must be clear that this is a service opportunity with a living stipend and should not advertise as employment or an internship/volunteer opportunity. More recruitment information will be provided after site selection.

All candidate applications shall be submitted through MCAH’s Google Form, which will be provided, where MCAH AmeriCorps program directors will review the candidates. Candidates will then be forwarded to host sites for interview scheduling. Host sites will schedule and conduct a minimum of (2) interviews in conjunction with MCAH program directors.

All host sites onboarding prior to the fall will recruit for the October start date. Should a candidate not be secured in time, additional start dates may be provided but are not guaranteed.

**Required Site Match and Costs**

Selected host sites for the program must commit a cash match to help offset member costs. The match for one full-time member is \$8,575 and \$4,540 for one half-time member. Invoices will be generated by MCAH and sent to the host site prior to the due date. If you will be utilizing federal funds as a part of the match, you will need to provide program officials with a letter from the funding source granting your organization permission to use the funds for your AmeriCorps match.

Host sites must also be a member of MCAH at the appropriate level during the 2023 and 2024 years of the program. Host sites will also be responsible for related member mileage reimbursement, which includes travel as a part of the member’s service activities *as well as* mileage associated with travel to and from at least three in-state training sessions.

	Member Living Allowance (MCAH)	Education Award (AmeriCorps)	Additional Anticipated Expenses Per Member (MCAH)	<b>Total Costs Per Member (MCAH &amp; AmeriCorps)</b>	MCAH Membership - Maximum* (Host Site)	Host Site Match Fee (Host Site)	<b>Host Site Costs Owed**</b>
<b>Full-Time</b>	\$19,000	\$6,895	\$5,600	<b>\$31,495</b>	\$1,000	\$8,575	<b>\$9,575</b>
<b>Half-Time</b>	\$10,059	3,447.50	\$1,600	<b>\$15,106.50</b>	\$1,000	\$4,540	<b>\$5,540</b>

\* MCAH membership is determined by the host site organization’s operating budget size. Agency membership options range from \$250 to \$1,000. Learn more here - <https://www.mihomeless.org/membership/>

\*\* Additional expenses incurred by the host site for the member may include, but are not limited to: expenses related to technology (equipment, email account, phone use, etc), supplies, mileage, training expenses.

**Informational Webinar**

An informational webinar will be held on **Wednesday, April 26th at 10:00** to provide a detailed overview of MCAH’s AmeriCorps programs and to answer any questions from prospective host sites. To attend, please register at <https://mihomeless-org.zoom.us/meeting/register/tZ0pceurqjwoGdSMPxN3ZhBZzt4aRGClSxk2>

**Application Submission Guidelines**

Interested organizations must complete the attached application and submit it electronically to Kelli Beavers, Program Director, at [kbeavers@mihomeless.org](mailto:kbeavers@mihomeless.org). Applications are due no later than **Friday, May 19th, 2023**.

**Technical Assistance**

Questions about the RFP or the application process can be directed to:

Kelli Beavers  
Program Director  
517-853-3897  
[kbeavers@mihomeless.org](mailto:kbeavers@mihomeless.org)

Eric Krogsrud  
Assistant Program Director  
517-512-3768  
[ekrogsrud@mihomeless.org](mailto:ekrogsrud@mihomeless.org)

**Notifications**

Host sites selected for the program will be notified by email.

## **Exhibit A – Program Performance Measures**

Member duties at the agency should be built around the below performance measures. An AmeriCorps member should not be doing anything at the agency that is not related to one of the below performance measures. This allows the program to collect data and show impact for all AmeriCorps tasks.

### **Clients Served**

As a program, members will provide services to a total of 1,800 individuals experiencing or at-risk of homelessness. This will be captured through the host site's designated AmeriCorps provider page in HMIS.

### **Safe, Affordable Housing**

Members will assist 150 of those served with successfully obtaining safe, affordable housing. This will be captured through the host site's designated AmeriCorps provider page in HMIS.

### **Increasing Self-Sufficiency & Obtaining Employment**

In addition to housing, the program implements a performance measurement of increasing self-sufficiency in the areas of income and life skills. Members will assist 80 of those served in successfully obtaining employment. This will be captured through the host site's designated AmeriCorps provider page in HMIS.

### **Volunteer Recruitment**

AmeriCorps members will collectively recruit a total of 200 new volunteers for projects and tasks related to homelessness. Each individual member should aim to recruit a minimum of 10 new volunteers throughout the course of the service year. This will be captured through AmeriCorps reporting tools, by the service member.

## **Exhibit B – Required Member Activities**

There are three position types available to choose from. Members must be assigned a single position from the list below. A host site may apply for, and be assigned, multiple members with different positions.

### **Position 1: Housing Search and Information Specialist Position**

- Assist with intakes to assess the housing needs of that client
- Address housing barriers for the client
- Create/update lists of available housing for the clients to choose from
- Connect clients with necessary funds to pay for security deposits, rental fees, or utility payments
- Maintain/develop relationships with local landlords
- Receive training for/conduct Housing Quality Standards (HQS) and other housing inspections
- Assist with independent living skills support related to addressing income and housing stabilization needs
- Gather and disperse food and clothing donations to clients
- Facilitate delivery of needed household items to clients who receive housing
- Generate information materials for clients, such as newsletters/pamphlets/etc.
- Provide follow-up support services as needed

### **Position 2: 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, TANF, etc.)
- Generate information materials for clients, such as newsletters/pamphlets/etc.
- Provide follow-up services to outreach clients

### **Position 3: Resource Generation and Management Specialist Position**

- Network with employers to create access to employment opportunities
- 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
- Provide linkages to GED, education, and other skilled trade programs
- Support clients with job searches
- Assist with resume writing, help with filling out employment applications
- Transporting clients to interviews
- 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:**

The activities listed below for volunteer recruitment, professional development, and civic engagement will be included in each member's approved position description. These activities will account for a limited number of members' hours but should be considered as part of their service position.

- Recruit and train 10 volunteers during the term of service
- Attend member orientation, mid-year and end-year trainings, webinars, and other events related to AmeriCorps service
- Attend Michigan's AmeriCorps Member Celebration
- Attend Michigan's AmeriCorps Signature Service Project
- Plan and implement one service project which helps to address homelessness in their community
- Participate in one service project for an AmeriCorps sponsored national day of service
- Submit quarterly reports by the appropriate deadlines with all necessary information provided



## **Exhibit C - Prohibited Member Activities**

**Members may not participate in any of the following program prohibited activities:**

- Clinical work or mental health assessments
- Groups/life skills classes (unless they are related to housing education or income)
- Clerical duties, including front desk or phone coverage
- Data entry on behalf of other staff at the agency
- Other activities not associated with the program's performance measures.

**Below is a list of activities prohibited for all AmeriCorps members designated by the AmeriCorps Agency:**

- Attempting to influence legislation
- Organizing boycotts, strikes or protests
- Promoting, assisting, or deterring union activities
- Engaging in political activities or any activities designed to affect legislation or the outcome of any election to political office
- Impairing existing contracts for services or collective bargaining agreements
- Writing or assisting in the preparation of any proposals or reports for any grants to benefit the program (please see below for more information on fundraising)
- Providing referrals to entities providing abortion services
- Providing religious instruction, conducting worship services, or engaging in any other religious activity as part of their duty as an AmeriCorps member or
- Providing a direct service to any for-profit organization or entity.

Specific rules govern whether an AmeriCorps member may be involved in fundraising. According to AmeriCorps, "members may raise funds directly in support of services that meet local, environmental, educational, public safety, homeland security or other human needs." Fundraising may **not** include the following:

- Raising funds for a living allowance;
- Raising funds for an organization's endowment or operating expenses, including their host site and existing host site projects or program areas; or
- Writing grant applications for funding provided by any federal agencies.

It is important to note that all volunteers recruited and mobilized by members are held to the same restrictions regarding prohibited activities, except for clerical duties.

**Host Site Responsibility:**

The site supervisor is to be aware of the prohibited activities and ensure that these are not being completed by the member during service. If during an audit investigation it is determined that the member completed prohibited activities on behalf of the host site organization, the host site organization will be responsible for paying the fines incurred.

Host sites will be scored on a predetermined rubric for the program year based on performance regarding compliance and program expectations and requirements. Year-end scores will be used to determine future program placement and conditions.

**Supplanting, Non-Duplication, and Non-Displacement:**

Host sites are not allowed to have members supplement, displace, or duplicate services. AmeriCorps positions are meant to provide services that are not otherwise provided or are not provided effectively and efficiently enough to meet community needs.

Members may not hold positions that are duplicates of staff positions. Each AmeriCorps member position must be significantly distinct within the host site organization and contain activities that are only conducted by the AmeriCorps member.

***Supplanting***

AmeriCorps funds may not be used to replace state or local public funds that have been previously used to support a particular project.

*Explanation: AmeriCorps funds cannot be used to replace state or local public funds that have been previously used to support a particular project or staff position. If your program has previously used public funds to support positions, they would not be eligible as AmeriCorps positions. For example, if you previously used public funds to support a staff member who handled all intakes related to homelessness and this funding will not exist this year, you cannot now switch to replacing this staff position with an AmeriCorps member.*

***Non-Duplication***

The AmeriCorps member is not allowed to duplicate services that are already provided.

*Explanation: The AmeriCorps member cannot duplicate services that are already provided within the locality of the program by other state or local government agencies. For example, if the local Community Mental Health office provided transportation to CMH clients to view housing, the member could not also provide transportation to CMH clients to view housing.*

***Non-Displacement***

Members cannot be used to displace an employee or position, including partial displacement such as a reduction in hours, wages, or employment benefits. This includes positions that were previously held by paid employees. The host site may not use an AmeriCorps position that would infringe on the promotional opportunity of an employed staff member. A member in a program may not perform the essential duty of a staff member. Members also cannot perform the same duties as volunteers.

*Explanation: AmeriCorps members are meant to allow service sites to go above and beyond normal operations – they cannot simply duplicate the role of a normal staff member. When creating AmeriCorps positions, programs should look at current placement site roles and determine whether the AmeriCorps member role would differ from a current staff role. This policy does not mean that an AmeriCorps member cannot duplicate any portion of staff roles. It simply means that there must be some aspect of this duty in place that separates an AmeriCorps member from regular staff. Member positions should include activities that could not be completed by staff at the agency. Member activities should enhance or expand the reach or offerings of an agency, not increase the number of individuals working on the same thing.*

*Member placement cannot impact the hiring of staff or prevent the promotion of staff. They may not take over the position of a previous employee or one who is on leave. In addition, if services are being provided by regular volunteers, the volunteers cannot be replaced by an AmeriCorps member.*

### **Member/Staff Restrictions**

The program will not permit members to also serve as staff at the host site organization. If an individual is already staff at the organization, they will not be considered for AmeriCorps placement in addition to, or in lieu of, their employment. Additionally, host sites may not hire an AmeriCorps member during their term of service. If a host site employs a member while they are serving or offers employment to replace their service, the host site will not be considered for future placement.

**Michigan Coalition Against Homelessness AmeriCorps Program  
2023 – 2024 Host Site Application**

**Organization name:**

**Organization Address:**

**Address of Service Location (if different):**

**Main contact name, phone, and email:**

**Prospective site supervisor name, phone, and email (if different):**

**Continuum of Care:**

**Is your organization a HARA?**

**Is your organization currently a member of MCAH?**

*If you will be utilizing match funds from another federal source, please attach a letter from the source authorizing the use of the funds for the AmeriCorps program match.*

**Position Interest:**

<b>Number and Type of FT Members Requested:</b>	<b>Number and Type of HT Members Requested:</b>
<input type="checkbox"/> Housing Search & Information	<input type="checkbox"/> Housing Search & Information
<input type="checkbox"/> Outreach	<input type="checkbox"/> Outreach
<input type="checkbox"/> Resource Generation & Management	<input type="checkbox"/> Resource Generation & Management

**Section 1: Application Questions**

1. Provide an overview of your organization, including the scope of services provided and the population served.
2. Explain why you are requesting an AmeriCorps partnership for your organization. Include any areas where your organization currently struggles with capacity and providing services.
3. Based on the required member activities listed in Exhibit B, please provide an overview of the proposed member position(s) and activities.
4. How will these activities impact your organization’s overall ability to provide services?

5. Please review the program's performance measures as listed in Exhibit A. Across the three position types these include client served, clients housed, and clients employed. Please describe the outcomes you anticipate coming from the proposed member activities, and how they will connect to the performance measures.

6. Host sites are required to use HMIS (or a comparable database for domestic violence programs). Within HMIS, host sites will need to create a provider page specific to the AmeriCorps position(s). Please discuss your organization's use of HMIS (or comparable database), and the ability to train and monitor the member on HMIS use.

7. Please review the supplantation, non-duplication, and non-displacement policies listed above. Members cannot be assigned positions that are the same as staff positions. Explain how the position does not violate the policies. Describe any activities that are distinct to the AmeriCorps member(s).

8. AmeriCorps State programming requires direct service, which will include direct client interaction. Please detail how the member(s) would interact directly with clients. What percentage of the member's time is estimated for this purpose?

9. Host sites are required to designate a full-time, on-site employee as the AmeriCorps site supervisor. Please detail your organization's plan for providing supervision to the member, as well as the position of the selected host site supervisor.

10. Will the host site supervisor be located at the same physical location as the member for most of the member's service hours?

11. Has the host site supervisor provided supervision before to staff, interns, volunteers, or AmeriCorps members? If yes, please provide details.

12. A member's experience with the host site and relationship with the host site supervisor are some of the most important factors in retention and success. How will the member be incorporated into the overall organization?

13. What is the support and supervision plan for the program year?

14. Host sites will be required to provide the member with a designated space and access to the equipment and resources necessary to complete service activities, including phone, email, internet, etc. Is your host site prepared to provide these resources?

15. Member safety remains a priority in the on-going COVID-19 pandemic. In the event of future community surges or outbreaks among organizations, is your organization prepared to implement necessary safety measures? Can your organization support remote service, if necessary and permitted?

16. Host sites will be responsible for providing an initial orientation, position-specific training, and on-going training. Please detail your orientation and training plan for your member(s), including any professional development opportunities that will be available.

17. The program will accept all applications directly through Google Forms as well as recruit directly on the AmeriCorps Portal, Handshake, and the MCAH website however; members are most likely to be recruited through local sources and are more likely to be retained if recruited from the local community. Please explain your process for recruiting the AmeriCorps member(s), including a recruitment timeline and recruitment methods/sources.

18. Volunteer recruitment and mobilization is an aspect of Michigan's AmeriCorps programming. Can your organization support the member's requirement to recruit and mobilize at least 10 volunteers?

19. What funding source will your organization utilize to secure the required host site match fee? If using federal funds, please provide a letter of support from the source authorizing the use of funds for the match fee.

**Section 2: For Returning Host Sites Only** \*New Applicants: Skip to Section 3  
(sites with MCAH AmeriCorps members in any of the previous **three** years)

20. Explain what past (and current) AmeriCorps members have achieved at your agency.

21. How is your organization moving toward sustainability of the AmeriCorps position activities/services?

22. If any previous members in the past three years have exited service early without cause, or have been dismissed for disciplinary reasons, please describe the circumstances, and discuss what steps will be taken to avoid early exit in the future.

### **Section 3: Position Descriptions**

Utilizing the basic template provided below, please attach a rough draft of a member position description. If you are requesting members for more than one slot type or agency program, you will need to include position descriptions for **each position**. If your agency is selected as a host site, you will receive guidance from the Program Director on how to finalize your position description and utilize it in the recruitment process.

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

**Position Title:** [Insert Position Title 1, 2, or 3 Here] AmeriCorps Member

**Position Type:** [Full-Time or Half-Time]

**Duration of Term:** October 2nd, 2023 - September 27th, 2024

**Reports to (daily):** [Insert Name], AmeriCorps Host Site Supervisor  
[Insert Supervisor Contact Information]

**Reports to (overall):** MCAH Program Directors

**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:**

\*Select the position (from 1, 2, and 3 below) which you are applying for and **remove** the descriptions for the other positions. If interested in multiple positions, create a **separate** position description for each position. Please update the following categories to appropriately reflect the duties of your AmeriCorps member. Add and subtract as necessary, but do not remove any text in red\*

(1) 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, TANF, etc.)
- Generate information materials for clients, such as newsletters/pamphlets/etc.
- Provide follow-up services to outreach clients

## (2) Housing Search and Information Specialist Position

- Assist with intakes to assess the housing needs of that client
- Address housing barriers for the client
- Create/update lists of available housing for the clients to choose from
- Connect clients with necessary funds to pay for security deposits, rental fees, or utility payments
- Maintain/develop relationships with local landlords
- Receive training for/conduct Housing Quality Standards (HQS) and other housing inspections
- Assist with independent living skills support related to addressing income and housing stabilization needs
- Gather and disperse food and clothing donations to clients
- Facilitate delivery of needed household items to clients who receive housing
- Generate information materials for clients, such as newsletters/pamphlets/etc.
- Provide follow-up support services as needed

## (3) Resource Generation and Management Specialist Position

- 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

### **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 Directors

**Desired Skills:**

\*Please add any desired skills. This will be used for your position posing\*

**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 MCAH's National Service Criminal History Check policy: State of Michigan, State of Residence (if applicable), FBI fingerprinting, and National Sex Offender Public 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 FT or \$10,059 for HT, paid bi-weekly over the course of the service year
- Upon successful completion of the term, an education award, \$6,895 for FT or \$3,447.50 for HT, which can be used towards qualified student loans
- Health insurance, provided for by the program, for full time members only