



**PY 21-22 Team UP AmeriCorps
Housing Solutions for the Southwest Position Description**

Housing Navigator

Program Overview: Led by the United Way of SWCO (UWSWC), Team UP AmeriCorps places AmeriCorps members at organizations throughout Southwest Colorado to focus on improving the lives of community members, from cradle to career. Team UP has been utilizing collective impact initiatives since 2015 to collaborate across sectors and promote communication towards common goals within rural Southwest Colorado communities. Team UP AmeriCorps members provide direct service to improve outcomes in Education, Economic Opportunity & Healthy Futures. AmeriCorps is a part of the Corporation for National & Community Service, often referred to as the “domestic Peace Corps.” AmeriCorps provides opportunities to improve lives and foster civic engagement all across the country.

Housing Solutions for the Southwest (HSS) is a nonprofit focused on affordable housing programs and building housing stability in our communities. HSS’s participation in the Team UP AmeriCorps program is an effort to increase the services offered to households who are homeless or at-risk of becoming homeless in our community. The member will primarily serve to support residents at HSS’s new Espero Supportive Housing.

Service Position Summary: The member will provide direct services to people exiting homelessness and transitioning into Espero Apartments. The member will participate in identification and assessment for households experiencing homelessness to determine eligibility for Espero. Provide outreach and community engagement opportunities to promote equitable access and housing stability. As a member of a larger team, the AmeriCorps member will coordinate closely with program staff to connect households with appropriate resources to promote housing stability.

- Provide direct service to people experiencing homelessness
- Provide assessment, support, application assistance, and connections with additional community resources
- Provide basic technological assistance to support residents
- Provide follow up with residents to identify progress and needs
- Plan recreational and social activities onsite to build community at Espero
- Engage residents in volunteer opportunities
- Communicate with the regional Team UP AmeriCorps team and represent Team UP and HSS in the community and on social media
- Attend training and participate in Days of Service

Marginal Functions (Secondary Responsibilities): Additional tasks include:

- Expand community partnerships that will enrich the lives of residents at Espero
- Develop helpful program documents, tools and educational materials for residents
- Evaluate effectiveness of projects and programs while identifying ways to improve services

Occasional involvement in program design efforts in member’s areas of interest¹

Essential Functions (Primary Responsibilities): Team UP AmeriCorps members engage with organizations to develop, implement, and enhance programs, projects, and activities that will create progress towards Team UP's and HSS's goals. These duties include:

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Physical, Emotional, and intellectual Demands:

- Willingness to learn, adapt, and grow in a position
- Ability to serve independently, take initiative, and be motivated by the projects they are doing
- Compassion and awareness: self-awareness, awareness of cultural differences, social differences and understanding of implicit bias
- Ability to provide trauma-informed services
- Strong commitment to justice, equity, diversity and inclusion

Desired Qualifications:

- Ethic of national and community service and a strong desire to create positive change
- Ability to communicate effectively both verbally and in writing; computer literate
- High School Graduate required (GED accepted,) college graduate preferred
- Ability to pass criminal history check
- Reliable transportation & proof of auto insurance
- U.S. Citizenship or lawful permanent resident status required
- **Individuals with lived experience are encouraged to apply**

Term of Service - Time Commitment: This is a Full-Time national and community service position requiring, at a minimum, a total of 1700 hours during the year (approximately 40 hours/week.) The position begins September 7, 2021 and ends August 31, 2022. Flexible hours are required, including occasional evening and weekend commitments. Service on the following dates is required (note that Days of Service dates are subject to change):

- Sept. 7-8: Team UP AmeriCorps Member Orientation
- Sept. 9-10: Host Site Orientation
- Sept. 11th: Day of Service Event
- October TBD: State-wide AmeriCorps Member Retreat
- Jan. 17: MLK Jr. Day of Service Event
- March/April TBD: Cesar Chavez Day of Service Event
- Team UP AmeriCorps Monthly Cohort Calls: 2nd Tuesday of each month (1 hour)
- Team UP AmeriCorps Trainings (TATs): 2nd Tuesday of Nov, Feb, April, and June (all day)

Training and Support Provided: Team UP AmeriCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable, approved trainings. Members will be supervised and supported by Lora Zeitler (lzeitler@swhoursinsolutions.com), Transitional Housing Manager at HSS, as well as by Al Huckins (alh@unitedway-swco.org), the Team UP Program Director. The PY 21-22 cohort of Team UP AmeriCorps members serving throughout the region will act as additional resources and support for each other.

Location and Service Conditions: This position is based at Housing Solutions for the Southwest in Durango, Colorado and serves primarily at Espero Apartments. Occasional off site engagement and partnership activities, meetings, etc.

Benefits:

- A living allowance of approx. \$750/per pay period (twice per month) for an approx. total of \$18,000/12-month Term of Service. Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account.
- Health insurance
- Child care assistance (must meet qualifications)
- An education award of \$6,345 upon successful completion of term of service.
- It is possible to temporarily postpone repayment of qualified student loans through forbearance while serving as an AmeriCorps member
- Mileage reimbursement for travel to required trainings and days of service
- Non-tangible benefits including extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need
- Housing Solutions has an in-town apartment with 2 bedrooms that is available to be shared by members

Diversity and Equal Opportunity: United Way values the diversity of our community. In principle and in practice the diverse nature of our board, staff, and volunteers is recognized as one of our best assets. We respect each individual's unique gifts and prohibit unfair or discriminatory practices against anyone because of age, race, color, religion, national origin, disability, gender, sexual orientation, and any other protected category.

To Apply: Applications are being accepted on a rolling basis. Position will remain open until filled. To view this position and apply, visit: <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=103519> and click "Apply Now." Applicants will have to create an account on myAmeriCorps.gov to complete the application process. To search through all open Team UP AmeriCorps positions, visit <https://my.americorps.gov/mp/listing/publicRequestSearch.do> and type "Team UP" into the "Program Name" search bar.