



---

**PY 22-23 Team UP AmeriCorps  
Montezuma County Department of Social Services Position Description**

## **Community Outreach Specialist**

**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, often referred to as the “domestic Peace Corps,” provides opportunities to improve lives and foster civic engagement all across the country.

Montezuma County Department of Social Services (MCDSS) is a non-profit government agency located in Cortez Colorado, bordering Arizona, New Mexico and Utah and the Ute Mountain Ute Tribe. MCDSS serves over 11 thousand members with food security, medical assistance, cash assistance and child care in Montezuma County.

**Vision Statement:** Community members will receive services to promote self-sufficiency, independence, safety and well-being.

**Mission Statement:** Montezuma county Department of Social Services will collaborate and advocate to help children, families, and individuals work towards stability through the utilization of programs and resources.

**Service Position Summary:** The AmeriCorps member will serve as the department’s Community Outreach Specialist. The Community Outreach Specialist will provide outreach to the Montezuma county community to inform and disseminate Supplemental Nutrition Assistance Program (SNAP), Colorado Child Care Assistance Program (CCCAP), Low-Income Assistance Program/Low Income Household Water Assistance Program (LEAP/LIHWAP), and Medicaid information. They will interact with the community at various events as well as have the opportunity to create partnerships with other local agencies in order to reach their clientele. The Community Outreach Specialist should be a community-minded individual who enjoys serving and engaging with diverse and unique populations, creating and implementing new and exciting ways to reach the underserved population in Montezuma county, and interacting with the talented and knowledgeable team members in the eligibility department.

**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 their Host Site’s goals. These duties include:

- Provide direct service to the Montezuma county community, specifically underserved populations including the elderly, disabled, veterans, and children and families.
- Assist community members in person or by phone in applying for benefits

- Assist clients with the state PEAK (Program Eligibility and Application Kit) application process and accessing their PEAK account
- Attend staff team meetings and training related to SNAP, LEAP/LIHWAP, MEDICAID and CCCAP
- Refers community members to CDSS Eligibility as needed
- Attend and participate in eligibility training and education workshops relating to the programs
- Create partnerships with local community organizations
- Serve as the Outreach Specialist at community events including but not limited to: Good Samaritan's Food Pantry, the local County Fair, and the Home and Garden Show. The outreach specialist would have a booth at Dolores Escalante Days, Mancos Days, Children's Festival, AG EXPO, and Veteran Stand Down in Sept. 2022 and will provide monthly outreach at the Montezuma Park in Cortez during the summer
- Attend Team UP AmeriCorps regional trainings, cohort connection days, and Days of Service

**Marginal Functions (Secondary Responsibilities):** Additional tasks include:

- Learn and adhere to public assistance rules, regulations and procedures related to SNAP, Medicaid, CCCAP, and LEAP/LIHWAP.
- Communicate effectively with co-workers, other MCDSS personnel, clients, other agencies, and the public

**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
- Strong commitment to justice, equity, diversity and inclusion
- Ability to use standard office equipment including computer, fax machine, copier, and telephone.
- Maintains regular and punctual attendance

**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 or equivalent work experience 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 8, 2022 and ends August 31, 2023. 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. 8-9: Team UP AmeriCorps Member Orientation
- Sept. 12-13: Host Site Orientation
- October TBD: State-wide AmeriCorps Member Retreat
- Jan. 16th : MLK Jr. Day of Service Event

- March/April TBD: Cesar Chavez Day of Service Event
- Team UP AmeriCorps Monthly Cohort Calls/Meetings: 2nd Tuesday of each month
- 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 Amy Branson, Eligibility Manager MCDSS ([abranson@co.montezuma.co.us](mailto:abranson@co.montezuma.co.us)), as well as by Al Huckins, Team UP AmeriCorps Program Director ([alh@unitedway-swco.org](mailto:alh@unitedway-swco.org)). The PY 22-23 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 Montezuma County Department of Social Services, 109 W. Main Street, room 170, Cortez CO 81321. Occasional off site engagement and partnership activities, meetings, etc.

**Benefits:**

- A living allowance of approx. \$875/per pay period (twice per month) for an approx. total of approx. \$21,000/12-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 \$6,495 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

**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:**

**Step 1.** Email a cover letter and resume to Team UP AmeriCorps Program Director Al Huckins @ [alh@unitedway-swco.org](mailto:alh@unitedway-swco.org). Be sure to indicate which position(s) you are interested in.

**Step 2.** Create an account on myAmeriCorps.gov and submit an application to be a [Team UP: Community Outreach Specialist](#). **Please complete BOTH steps to apply.**

*\*All positions are contingent on grant funding.*