



## Full-Time (1700-Hour, 11-Month) Service Opportunity

### Position Description

#### Neighborhood of Affordable Housing Inc: Assistant Rental Housing Case Manager

*LISC AmeriCorps is available to everyone eligible to serve. We treat all persons without regard to race, color, religion, creed, gender, sexual orientation, gender identity, national origin, ancestry, citizenship status, age, marital status, veteran status, disability, genetic information, or any other characteristic or status protected by applicable federal, state, or local law.*

This **Position Description** and the activities and goals noted below represent the service the Member will be providing at the placement site **Neighborhood of Affordable Housing Inc** (placement site). This is an AmeriCorps position and as such, the Member may not engage in prohibited activities as part of his/her/their service. An AmeriCorps Member is providing national service and is not considered an employee of either LISC or the placement site. AmeriCorps members are responsible to perform the activities outlined below, and work towards achieving the goals outlined in this Position Description.

### **ROLE AND RESPONSIBILITIES AS AN AMERICORPS MEMBER**

The Member is expected to undertake the following generalized activities toward goal achievement. These activities may or may not include administrative duties related to the below goals/activities, or newly assigned activities that are allowable and not prohibited by AmeriCorps, may be assigned by the placement site in furtherance of goal attainment:

- Help rental housing stability program clients avoid homelessness via assisting emergency/crisis victims and other households at risk in finding temporary and/or permanent housing or housing resources including providing rental assistance or application support to find housing.
- Develop a documented system along with related materials for use with clients in need of a new apartment homelessness via assisting emergency/crisis victims and other households at risk in finding temporary and/or permanent housing.
- Help clients process/file applications for emergency housing resettlement grants (including Rent Relief/RAFT/eviction cash assistance+).
- Assist rental housing clients in obtaining new apartment units (including assessment of needs, filling out housing applications, interviewing them to determine and document need, drafting an Action Plan/Housing Stability plan, signing up for CHAMP, etc.).
- Follow-up with rental housing stability clients.
- Other tasks related to the rental housing counseling process, including data entry, case file management, data reporting, etc.

It is up to the placement site supervisor to ensure that the Member does not perform general office support; it is the Member's responsibility to report any perceived Prohibited Activities, including general office support, to their local LISC contact.

In performing these activities, the placement site and LISC AmeriCorps anticipate that the Member will achieve the following goal(s):

- Provide housing counseling services to 80 clients where 75 of the people are transitioned into or maintain safe, healthy, affordable housing as a result of the aforementioned activities

In order to meet the goal(s), the Member should work closely with their supervisor to develop a work-plan at the onset of service and training needed to achieve the goal(s). LISC can support workplan development if requested. Progress toward goal attainment will be measured monthly through an online system.

**MEMBER SIGNATURE:** \_\_\_\_\_

The Member will have an immediate supervisor at the placement site and a LISC point of contact throughout the term of service for coaching, mentoring, and training support in order to undertake activities to achieve a community goal.

### **OTHER SERVICE REQUIREMENTS**

- The Member will perform his/her/their day-to-day service at the placement site.
- The Member is required to track time and submit timesheets twice per month and submit a monthly report through the same online system (training is provided).
- Normal service hours are dictated by the placement site. Occasional evening and weekend service may be required. Members are eligible for all Federal Holidays off (except Dr. Martin King Jr. Day).
- It is expected that the Member will be flexible as oftentimes service requires some evenings and weekends.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attend onboarding sessions coordinated by LISC;
- Attend a national leadership conference TBD (Spring 2024)
- Attend all locally sponsored monthly meetings;
- Participate in nationally sponsored webinars;
- Actively participate in at least two team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week); and,
- Engage in any other LISC events as determined by the local LISC office.

### **PROGRAM BENEFITS**

- The position pays a total stipend of \$25,500; the stipend is taxable and paid in 22 equal checks twice a month from LISC. Direct deposit is required.
- Upon successful completion of the full term of service, the Member will be eligible for a \$6,895.00 education award to pay off existing, eligible student loans or utilize the funds to return to school at institutions that accept the education award.
- Members are eligible to place qualifying, existing student loans (not in default) into AmeriCorps forbearance or apply for income-based repayment. Certified time in AmeriCorps service may be counted toward public service loan forgiveness. Information on Public Service Loan Forgiveness can be found here: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.
- A bronze-level health care benefit is available for the participant only; LISC covers 100% of the premium costs directly to the insurance provider.
- For members with children under the age of 13, there is a childcare subsidy benefit available which is dependent on the participant meeting all eligibility requirements (This benefit is administered by a contracted provider via the AmeriCorps Agency).
- Additional benefits for alums can be found here: <https://www.nationalservice.gov/special-initiatives/employers-national-service/alumni>

### **PROGRAM ELIGIBILITY REQUIREMENTS**

To be eligible to participate as a LISC AmeriCorps Member, LISC's policy is that a candidate: (1) must not have previously resigned from a LISC AmeriCorps position; (2) be able to earn at least 50% of the education award for this position; and (3) if having previously served, been exited with satisfactory service from a prior term.

The candidate will also need to meet all AmeriCorps eligibility requirements including but not limited to:

- Be at least 17 years of age (there is no upper age limit).
- Possess unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by AmeriCorps during the pre-enrollment period.
- Meet the National Service Criminal History Check Requirement noted below:
  - A criminal record does not necessarily make a candidate ineligible for service. LISC does not disclose any results with the placement site and will discuss any eligibility concerns that may arise directly with the candidate as per LISC's policy.
  - Candidates being offered and accepting this AmeriCorps position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. The person must be cleared for service by LISC prior to the first day of service.
  - A candidate may not be considered eligible for service in instances where he/she/they: (1) are subject to registry on the National Sex Offender Public Website (NSOPW); and/or (2) has been convicted of murder; and/or (3) has a non-resolved/non-adjudicated criminal offense.

The candidate selected for this position will be invited to complete an account set up and online Enrollment Form via the My AmeriCorps Portal located here: <https://my.americorps.gov/mp/login.do> as well as intake forms via a secure system.

### **WHAT IS LISC (Local Initiatives Support Corporation)?**

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. Over the last 40 years, LISC and its affiliates have invested approximately \$29.7 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC's reach spans the country from the East Coast to the West Coast in 38 urban markets and 2,400 Rural counties. Visit us at [www.lisc.org](http://www.lisc.org) to learn more.