JVS (Jewish vocational Service) and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Healthcare Skills Training Department Program Assistant. The candidate will ideally begin service on October 1, 2019 and serve a minimum of 1700 hours though the end of his/her/their term on July 31, 2020. The exact start and end date is confirmed by the Member Agreement of Participation. The individual selected to serve is not considered to be an employee of JVS (Jewish vocational Service) or LISC.

**ORGANZIATION BACKGROUNDS**

JVS is a non-profit, non-sectarian agency. Our mission is to empower individuals from diverse communities to find employment and build careers, and to partner with employers to hire, develop and retain productive workforces. JVS provides a broad range of services including adult education, skills training, job readiness training, job placement and support, and access to post-secondary education. JVS assists employers in their search for well-qualified job applicants and their initiatives to upgrade the skills of their incumbent workforce.

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 38 years, LISC and its affiliates have invested approximately $20 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. These investments have leveraged more than $60.4 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 35 markets and a Rural program making an impact in 2,100 counties. Visit us at [www.lisc.org](http://www.lisc.org)

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

The member will provide employment/job training services to clients, as a result clients will be placed in jobs. The member will assist the same case load of clients and not two separate caseloads. There are four main elements to success for the AmeriCorps member position:

Accountability and Results Focused:

* Assist job seekers in goal setting, identifying barriers and mapping out a plan leading to job placement, skills upgrades and career advancement.
* Understand and apply knowledge of internet and social media resources for job seekers.
* Produce top quality resumes, especially for professional level job seekers and career changers.
* Provide high quality 1:1 job search coaching including interviewing, self-marketing strategies, social media, etc.
* Understand and apply knowledge of local and national labor market trends to assist job seekers to identify career opportunities.
* Track and meet program dashboard indicators for job placement and employer engagement using database software.
* Uses sensitivity to the development stages and well-being of English Language Learners.
* Engage program alumni to promote career opportunities or assist those looking for a job upgrade.
  + Establish, track and meet program dashboard indicators using database software.

Build relationships, collaboration and teamwork:

* + Support and promote the mission and philosophy of JVS both internally and outside the agency.
  + Establish and maintain harmonious working relationships with key stakeholders (participants, employers, partner organizations, CBO’s, funders, etc.)
  + Attend and actively participate in staff meetings and team-based projects.
* Communication:
  + Demonstrates a professional demeanor with strong customer service skills.
  + Communicates effectively verbally and in writing with compassion and professionalism.
  + Exercises discretion in handling confidential information.
  + Participates in meetings, in-service trainings, team-based project, and committees.
  + Communicates regularly with Supervisor and team to insure smooth delivery of services.
* Administrative Assistance for the members’ caseload:
  + Complete and record intake assessments.
  + Assist with printing, copying and collating of classroom materials for sessions delivered.
  + Enter and update client caseload data into various internal databases utilized the by JVS.
  + Proctor applicant assessments and info session support for members’ caseload/ programs
  + Create files and track document updates in order to support applicants as they move through the enrollment process.

The member will provide housing counseling services to individuals and as a result the individual served (and or the individual family) will be transitioned into safe healthy affordable housing.

The services provided can include; finding housing or resources for housing, assisting individuals in accessing or maintaining housing, homelessness services, etc.

Housing Counseling and Services:

* Assist participants with housing issues and resources on a case by case basis.
* Compile a list of housing resources to share with participants
* Connect with DTA and area resources, in order to complete required paperwork and supporting documentation for participants in order to obtain/retain housing and benefits in order to be successful in program completion.
* Assist participants with finding suitable housing and navigating housing voucher systems.

**PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS**

This is an AmeriCorps position. LISC and JVS (Jewish Vocational Service) will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member. Members will be provided with goal(s) at the onset of the service assignment based on the activities and responsibilities noted above. Members will track goal attainment monthly through an on-line system (training provided). Members will also discuss professional performance in the form of a mid-term and final appraisal. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members will perform day to day service at JVS (Jewish Vocational Service) and serve a minimum of 40-42 hours per week. Normal service hours are Monday – Friday from 9:00 am – 5:00 pm with 1 hour for lunch per day. Members will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and JVS(Jewish Vocational Service)

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

* Attending a local onboarding session coordinated by LISC and an onsite orientation to our organization;
* Attending a national leadership conference in March 2020;
* Attending all locally sponsored monthly meetings;
* Participating in nationally sponsored webinars;
* Actively participating 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,
* Engaging in any other LISC events as determined by the local LISC office.

**DESIRED SKILLS**

* Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
* Ability to work independently and in a team environment
* Good critical thinking, follow through and organization skills
* Ability to take correction and follow multistep directions
* Excellent customer service skills
* Computer skills (Microsoft Office Suite, Google docs)
* Good written and oral communication skills
* Ability to work a flexible schedule (some night and weekends may be required)

**PROGRAM ELIGIBILITY REQUIREMENTS**

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

* Be eligible to earn 100% of the education award associated with this description
* Be eligible to perform the term of national service associated with this description
* Have unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by CNCS during the pre-enrollment period
* Possess a high school degree, GED certificate or agree to achieve GED during the term of service
* Be at least 17 years of age (note there is no upper age limit)
* Be able to complete at the hours within the timeframe of the service term and serve the full term

**NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT**

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of murder may not participate as an AmeriCorps member in any national service program. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. All results must be received and reviewed by LISC at least two weeks prior to the first day of proposed service. Candidates must be cleared for service by LISC prior to the first day of service. LISC will review and discuss with the candidate any concerns with eligibility that may arise as a result of these checks as per LISC’s policy.

**PROGRAM BENEFITS**

Upon successful completion of the term of service, the member will be eligible for a $6,095 education award to pay off existing, eligible student loans or return to school. Members are eligible to place existing student loans (loans must qualify and not in a state of default) into AmeriCorps forbearance. The position pays a total stipend of $17,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is required. A health care benefit is available for the participant only (dependents are not eligible). For members with children under the age of 13, there is a child care subsidy benefit available which is dependent on the participant meeting all eligibility requirements (This benefit is administered by a contracted provider via the Corporation for National and Community Service).

Additional benefits for alums can be found here: <https://www.nationalservice.gov/special-initiatives/employers-national-service/alumni> and information on Public Service Loan Forgiveness can be found here: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

**HOW TO APPLY:**

Submit resume and cover letter to the Healthcare Skills Training Program Senior Manager,Elizabeth Hogan, at [Ehogan@jvs-boston.org](mailto:Ehogan@jvs-boston.org).

* All applications will be reviewed by the Senior Manager and the Healthcare Skills Training Team.
* A phone screen will be the initial point of contact.
* Once a candidate is considered a good fit, then the applicant must attend one or more in person interview, complete a writing and computer skills assessment.
* Hiring decisions will be made once a candidate has completed all steps of the application process and the results are reviewed.

We are committed to diversity and inclusion in the selection process.

*This program is available to all, and 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.*