

# LISC AMERICORPS

## Full Time Service Opportunity with Community Advocates

Community Advocates and Local Initiatives Support Corporation are seeking a Full Time AmeriCorps member to serve as a Milwaukee Rental Housing Resource Center Triage Specialist. We are recruiting a full time AmeriCorps member to be a part of our team for 10 months. The position will remain open until filled. The exact start and end date of the contract position is confirmed by the Member Agreement of Participation that will require signature prior to the start of service. This is an AmeriCorps position and the individual selected to serve is not considered to be an employee of Community Advocates or LISC.

### **WHAT WE DO**

Community Advocates provides skilled services to individuals and families experiencing extremely difficult basic needs, heat/utilities, and housing challenges. The strategies used include one-on-one advocacy, trauma-informed case management, representation, information/referral, crisis intervention, education and coalition building.

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 \$24 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 36 urban markets from Buffalo to San Francisco and 2,400 Rural counties. Visit us at [www.lisc.org](http://www.lisc.org) to learn more.

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

This is an AmeriCorps position and as such, the member may not engage in prohibited activities as part of his/her/their service. The member will have an immediate supervisor at Community Advocates 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.

The AmeriCorps member selected for this position will serve as a member of the Triage team in the newly launched Rental Housing Resource Center, with an emphasis on assistance with communications (social media, website content updates, development of resources and flyers) and technology (assistance with online rental assistance application navigation, zoom court hearings set up, etc).

The member is expected to undertake the following activities toward goal achievement:

- Assist with development of resources
- Assist with the development of website and social media content
- Assist with monitoring weekly eviction filing lists and conduct outreach accordingly
- Triage Client needs/inquiries via website, email, phone, and in-person
- Connect landlords and tenants to housing resources
- Assist tenants with new housing navigation

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

## MEMBER ACTIVITIES

In performing these activities, Community Advocates and LISC AmeriCorps anticipate that the person in this position will achieve the following goal(s):

- Provide housing counseling services to 3,000 clients where 50 of the people are transitioned into safe, healthy, affordable housing as a result of the aforementioned activities

In order to meet the goal(s), the successful candidate will be provided with a work-plan at the onset of service and training needed to achieve the goal(s). Progress toward goal attainment will be measured monthly through an on-line system and raining will be provided.

## OTHER SERVICE REQUIREMENTS

Members are required to track time and submit on-line timesheets twice per month. They are also required to submit a monthly report through the same system (training will be provided). The person selected for this position will perform his/her/their day to day service at the partner site and serve on average 38 hours per week. Normal service hours are Monday – Friday from 8:30 am – 5:30 pm with 30 minutes for lunch per day. It is expected that the person 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:

- Attending a local onboarding session coordinated by LISC;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week) if enrolled; and,
- Engaging in any other LISC events as determined by the local LISC office.

## SKILLS NEEDED

- Uphold COVID-19 recommended safety measures (socially distancing, mask wearing, etc.)
- 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
- Computer skills/Data Entry
- Experience with resource development and social media
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)
- Positive Attitude and willingness to go over and beyond to help the customer
- Passion for helping people and providing resources
- Organized
- Empathetic
- Ability to troubleshoot in quick paced setting

## PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible to participate as a LISC AmeriCorps member the candidate: (1) must not have previously resigned from a LISC AmeriCorps position; (2) be able to earn at least 74% 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:

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- 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

#### **NATIONAL SERVICE CRIMINAL HISTORY CHECK REQUIREMENT**

If a candidate has a criminal record, it does not necessarily make him/her/them ineligible for service. LISC does not disclose any results with the host 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. LISC should receive the results from all checks *at least one week prior* to the first day of proposed service. 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.

#### **PROGRAM BENEFITS**

Upon successful completion of the full term of service, the member will be eligible for a \$6,345 education award to pay off existing, eligible student loans or return to school. Members are eligible to place qualifying, existing student loans (not in default) into AmeriCorps forbearance. The position pays a total stipend of \$20,000. 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. 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 AmeriCorps Agency).

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:**

Candidates should send a resume via email to Jennifer Patrick at [Jpatrick@communityadvocate.net](mailto:Jpatrick@communityadvocate.net) The subject line should read \*RHRC AmeriCorps Resume\*.

Normal business hours will be listed as 8:30 - 5:00 pm Monday - Friday with 30 minutes for lunch. Occasional evening and weekend service will be noted. Members are eligible for all Federal Holidays off and five (5) days off during the service term.

The candidate selected for this position will complete an account set up and on-line application via the My AmeriCorps Portal located here: <https://my.americorps.gov/mp/login.do> as well as intake forms via a secure system.

LISC AmeriCorps and Community Advocates are committed to diversity and inclusion in the selection process.

*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.*