



# AmeriCorps National Position Description

Affiliate/Host Site Name: Habitat for Humanity of Wake County	Host Site Manager (HSM) Name: Edmundo Yanez
Program: AmeriCorps National  Member Role: Family Services Coordination	Will members engage in any of these programs?  <input type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> Neighborhood Revitalization  <input checked="" type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
Service Week (days/times): Monday – Friday, 8:30 AM – 5:00 PM with occasional evenings/Saturdays	Direct Supervisor Name: Beth Foley
Will this member be actively building on the construction site at least one day per week? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

## Goals

The compelling need for our community is more affordable, decent houses, and repair of existing houses. This member position will build and maintain the pipeline of partner families by recruiting qualified partner families for both homeownership and home repair opportunities; educate the families about program requirements and the homeownership process; and monitor and track the completion of sweat equity hours. This member will meet with applicants to complete application requirements by gathering documents and maintaining files. This member position is designed to move us substantially forward in accomplishing the affiliate's goals.

## Outputs:

- 0 volunteers will be recruited and/or managed by this AmeriCorps member in the building, rehabilitation, or repair of homes (repairs include ABWK, Weatherization, Critical Home Repair)
- 0 homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by this AmeriCorps member and volunteers (repairs include ABWK, Weatherization, Critical Home Repair)
- 125 individuals (adults and children) will be provided housing services by this AmeriCorps National member
  - 0 individuals affected by a disaster
  - 3 individuals who are veterans, active military, or their family members

## Responsibilities of the position

- Recruit partner family applicants for traditional homeownership opportunities or for expanded housing products such as A Brush With Kindness (ABWK) or critical home repair (CHR).
- Coordinate existing programs to attract qualified families as needed. This may include: placing posters and fliers at businesses, faith communities, and local employers, and communicating and meeting with various social service agencies. Assist Family Services staff in responding to calls and emails inquiring about homeownership in a timely manner, and promptly mail information packets to prospective applicants.
- Conduct applicant orientations and assist families in the completion of the housing application.
- Work with the Homeownership & Neighborhood Department to select homeowner families for a variety of housing products including traditional Habitat homes, critical home repair, ABWK, and weatherization projects. Tasks may include preparing financial eligibility calculations and summaries for the department on each applicant. Assist Family Services staff in making all follow-up and clarification calls on homeowner applications.
- Attend all Family Selection meetings. Prepare monthly summaries on homeowner family progress for department.
- Track sweat equity hours and send families monthly updates and letters.
- Work with the Family Services Department and staff to provide educational opportunities to homeowner families. Plan and carry out homeowner education courses. Recruit appropriate teachers/speakers as needed.

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- Become familiar with homeowner files to be able to answer day-to-day questions.
- Assist Family Services and Construction staff with collecting needed family information to prepare for closings.
- Work with homeowner families to plan their house dedication.
- On occasion, build alongside homeowner families as they complete their sweat equity requirements.
- Work with Homeownership & Neighborhood Department to help support and council more than 2500 applicants
- Supporting and counseling the applicants who are denied, assisting them to become qualified applicants

**Required Meetings, Trainings and Events:** Minimum expectations are outlined below, with the understanding that further trainings may be required as determined by HFHI, CNCS or the host site.

- On Site Orientation to local host site
- First Aid/CPR
- HabitatLearns “Foundations of Habitat” series
- Lockton Safety Courses
- Build-a-Thon (spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Monthly meeting with HSM (minimum)
- Bi-weekly meeting with direct supervisor (minimum)
- Life After AmeriCorps Training (LAFTA)
- Staff meetings, Family Services Committee meetings, Board meetings and home dedications, as appropriate
- Annual staff/AmeriCorps team build day
- Individual and/or group professional development trainings may be available based on AmeriCorps interest, HSM/supervisor recommendation and budget
- Host Site Events, including Holiday Home Tour (November); BluePrint Breakfast (March); Builders Blitz (April). Participation in these events will be in line with AmeriCorps program regulations/restrictions.

## Education/Experience/Knowledge/Skills

### Required:

- Valid driver's license and ability to meet host site's insurance requirements.
- Microsoft Office Suite (especially Word/Excel)

### Preferred/Helpful:

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Ability to work with a diverse group of people
- Strong written and verbal communication skills
- Detail oriented and highly organized
- Strong research skills
- Experience working with volunteers or teaching/group facilitation experience
- Experience working as a member of a team
- A second language is highly desirable, with preferred language being French
- Public speaking experience
- Marketing experience
- Knowledge of community development practices

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## Physical requirements for this position

- Ability to sit at a desk and computer for extended periods of time
- About 10% of this position requires outreach in the community, including visiting buildings and homes that may have stairs.

## Service Site Environment:

Members will serve in an open-space office and will share space with other staff and/or AmeriCorps members. Each member will have a desk, computer (with email and internet access), and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies.

Personal vehicle required?  No  Yes

Some travel is required for this position. Public transportation options are limited in our community so access to a personal vehicle is required to get to and from service, as well as any required meetings. Approved service-related mileage (beyond commuting to and from service) will be reimbursed per the affiliate's policy.

If needed, an affiliate-owned vehicle is available for member to use for service-related meetings and community outreach.

## Habitat.org posting blurb:

Habitat for Humanity of Wake County has partnered with this community for more than 30 years and has hosted AmeriCorps members since 2001. We currently have 12 AmeriCorps alumni on staff, as we truly recognize the value and impact of serving. Our affiliate is regarded as a leader in developing new programs such as the Home Builders Blitz and piloting HFHI programs such as the Neighborhood Revitalization Initiative. We currently have 7 ReStores scattered throughout the county, with the goal of opening a 8<sup>th</sup> store in FY18. In addition to serving 120 families via homeownership and home preservation projects in FY19, we will also support global families in Honduras, Malawi and Cambodia. AmeriCorps members are eligible to attend a Global Village trip during their service term. In addition, members receive \$250 monthly housing allowance (\$400/mo for 2<sup>nd</sup> year Habitat AmeriCorps members), a \$100 tool allowance and work site gear. The Raleigh area is the perfect blend of urban and rural. We are home to several colleges including NC State University as well as an ever changing downtown landscape with all the amenities you'd expect in a modern city. For those who need a little green in their lives, over 200 parks can be found in Raleigh, thus maintaining its identity as the City of Oaks. [www.habitatwake.org](http://www.habitatwake.org)

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