

## Position Description



<b>Position Title</b>	Housing Stability Fellow
<b>Program</b>	Summer Impact Corps
<b>Reports to</b>	Program Manager and Site Supervisor

## Position Summary

The Housing Stability Fellow supports individuals experiencing homelessness or housing insecurity while serving at a partner organization. The Fellow is trained to provide and connect individuals with services that support stability, safety, and secure housing. This is an AmeriCorps service member position with the AmeriCorps program, Summer Impact Corps.

## Essential Functions

### Main Service Activities

- Assist site staff with implementing housing and related services that promote stability for participants. Provide individualized assistance to participants to identify needs and preferences as assigned.
- Assist individuals accessing food services such as food pantries, meal deliveries, or meal programs. Assist site staff with implementing food service operations.
- Research and connect participants to resources that promote stability in housing, including but not limited to, employment support, benefits eligibility and access, healthcare access, mental and/or chemical health referrals. Sit side-by-side with the individual to secure access to these resources, removing as many barriers as possible.
- Conduct outreach about housing services or other basic needs resources to unhoused individuals in a supervised setting.
- Create a welcoming environment to greet individuals seeking assistance and work to establish a relationship with each individual using a person-centered, collaborative approach.
- Serve as a liaison between the participant and the systems they are accessing, as necessary.
- Actively participate in onboarding training and ongoing professional development.
- Work collaboratively with other individuals who are helping participants with their goals (e.g., social service agencies, shelter providers).
- Follow all required safety procedures at the service site. Assist site staff with implementing safety procedures for participants.
- Maintain participant confidentiality at all times.

### Communication

- Practice inclusive and thoughtful behavior in building rapport with program participants, site stakeholders and program staff; maintain professional boundaries.
- Communicate regularly and effectively with program staff and site personnel.
- Report data in online systems in a timely and accurate manner.

### Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full service term, serving the total commitment of hours within the term.
- Participate in all required Ampact-sponsored training sessions, meetings, and coaching sessions. Travel as necessary.

- Represent Ampact at site-sponsored activities (e.g., family night) and provide education about AmeriCorps and housing. Recruit community volunteers to participate in site-based events or programming.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). These may include evening and/or weekend hours.
- Be an ambassador of the program by submitting member stories and participating in outreach activities.

### Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent or agree to obtain a high school diploma or its equivalent.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Positions that require driving will require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
- Basic computer skills, including the ability to navigate online systems and email.

### Physical Requirements

- Some positions are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.
- Some positions may require light to moderate lifting, bending, stooping, pulling, kneeling, carrying, and use of hand tools up to 50 lbs.

Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats