

## **Housing Search and Information Specialist – AmeriCorps Member**

---

Networks Northwest is seeking a full time/interim AmeriCorps Member for a one-year assignment. As a participant of this one-year program, AmeriCorps members provide direct, comprehensive services to those experiencing, or at-risk of, homelessness. Members will bring those individuals under the scope of services, assist with increasing self-sufficiency in the areas of income, life skills, and employment, and assist with obtaining/maintaining employment. Members will fulfill their specific positions, based on the needs of their host site organization, to contribute toward this increased capacity to serve their communities more efficiently and effectively.

### **Important Information:**

- Full-Time Americorps Member, 1 year service period
- Americorps member will receive a living stipend, medical insurance and education bonus
- This position will provide direct, comprehensive services to citizens returning after incarceration who may be experiencing homelessness, or at risk of homelessness
- Scope of services include: assisting with HUD applications, landlord outreach, creating and managing spreadsheet that includes income-based housing options for ten-county region, working with clients to build life skills, connecting clients to other services including job placement, SSI/SSDI assistance and more.
- This is a wonderful opportunity to make a direct impact.

### **Responsibilities of this position include, but are not limited to:**

- Housing Search and Information Specialist Position
- Assist with intakes to assess the housing needs of that client. Clients will be returning to their communities after incarceration.
- Address housing barriers for the client
- Create/update lists of available housing by county for the clients to choose
- Identify and work with partner organizations to connect clients with necessary funds to pay for security deposits, rental fees, or utility payments
- Develop relationships with local landlords
- Receive training for/conduct Housing Quality Standards (HQS) and other housing inspections
- Gather and disperse food and clothing donations to clients as needed
- Identify and work with partner organization to connect clients with necessary household items
- Generate, create or maintain information materials for clients, such as newsletters/pamphlets/etc.
- Provide follow-up support services as needed

### **Required Qualifications, Knowledge, Skills, and Abilities include:** (All the following, or equivalent, are required)

- Be at least 18 years of age
- Be a U.S. citizen, U.S. national or a lawful, permanent resident of the U.S. and provide a copy of a birth certificate, passport or permanent resident card to prove citizenship
- Must be able to complete a full term of service (one year)
- Pass the following criminal history checks in accordance with MCAH's National Service Criminal History Check policy: State of Michigan, State of Residence (if applicable), FBI fingerprinting, and National Sex Offender Public Registry, LEIN clearance from Michigan Department of Corrections
- Can arrange reliable transportation to and from service site, multiple mandatory training sessions in Lansing, and travel on behalf of site
- Possess proficiency with word software and email

- Be able to interact respectfully with individuals from diverse socio-economic backgrounds
- Must possess a valid driver's license and be insurable in order to drive agency vehicles

**How to Apply:**

Interested candidates please email **cover letter** and **résumé** to: Christal Frost at [christal.frost@networksnorthwest.org](mailto:christal.frost@networksnorthwest.org). Learn more about Networks Northwest! and the job posting at [Careers : Networks Northwest](#)

Networks Northwest/Northwest Michigan Works Northwest is an Equal Opportunity Employer.

Network Northwest/Northwest Michigan works provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.