

**LISC AmeriCorps: Housing & Homelessness Prevention Services Facilitator**  
**Posting dates: September 2019**  
**AA/EOE**

**How much good can you do for the Hartford Community?**  
**Find out by serving as a LISC AmeriCorps Member at Hands On Hartford!**

Hands On Hartford and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Housing & Homelessness Prevention Services Facilitator. AmeriCorps service is a perfect opportunity to gain professional development and experience in the non-profit sector.

**What is LISC AmeriCorps?**

LISC AmeriCorps places passionate, dedicated people with community development groups in the neighborhoods where we work. These placements serve a vital, three-fold purpose: members serve the organizations where they are placed and spearhead valuable projects; they engage local residents in the revitalization of their own neighborhoods; and they develop skills, experience and insight into community development and the profound value of service

**Benefits of serving:**

- 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;
- 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;
- 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;*
- Professional development and career guidance;
- Hands-on training in the nonprofit field;
- Opportunity to build job skills, talents and network in the greater Hartford area;
- And an unforgettable year of changing the Hartford Community and World!

**Service position details:**

The Housing & Homelessness Prevention Services Facilitator will be based at our Community Pantry/Neighborhood Services program in our Center for Community and will be responsible for providing support, guidance, and follow-up for any clients who come to us seeking rental assistance or utility assistance, help with finding an apartment, or other homelessness prevention or housing stability related needs. The member will also provide housing support services to participants in the HOH Supportive Housing Program and our Community Meals Day Center.

Major tasks include helping clients with:

- Searching apartment listings and navigating the 211/CAN system
- Connecting with landlords to set up showings
- Filling out housing applications
- Tenant advocacy with landlords
- Connecting to HOH or other potential security deposit programs and assisting with completion of in-take forms
- Filling out Section 8 forms and forms for other rental or utility assistance
- Resolving benefit issues and providing referrals for other issues that impact housing stability.
- Providing general supportive services related to housing stability
- Updating program resource lists

**Desired skills:**

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Passion for helping to increase housing stability and reduce homelessness
- Ability to work independently and in a team environment
- Computer skills; i.e., common Microsoft programs and Internet use
- Strong written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)
- At least two years of college or related experience preferred.
- Positive interpersonal skills
- Bilingual Spanish helpful, but not required
- Ability to lift and carry 30 pounds and valid driver's license required.

**Program eligibility requirements:**

- Be able to complete a full 10 month service term starting November 1<sup>st</sup>, 2019
- Be available to work 40-42 hours a week, Monday through Friday.
- 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 or GED certificate
- Be at least 18 years of age

**Questions or to apply:**

Interested candidates should email the following to Wanda Guzman, Community Engagement Manager, at [wguzman@handsonhartford.org](mailto:wguzman@handsonhartford.org):

1. Cover letter that addresses the candidate's qualifications relevant to the position requirements.
2. Current resume.