

## ***Housing Retention Support Specialist***

### **Burlington Housing Authority (BHA), Burlington, Vermont**



*Learn the ins-and-outs of affordable housing while serving at a nationally acclaimed housing organization in Burlington, Vermont. By serving as the Housing Retention Support Specialist, you'll gain valuable skills, exposure to leaders in the field, and experience that will strengthen your resume. You'll have the opportunity to serve low-income Vermonters and learn what it takes to become a community housing champion. Affordable housing experience not required, only a willingness to learn and a passion to serve others! Apply today!*

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

BHA strives to provide low-income, vulnerable members of our community access to safe, affordable housing and retention support services in ways that promote resident self-sufficiency and vibrant neighborhoods.

How significant is BHA's impact? Currently we:

- Distribute \$21 million in rental subsidies each year to help 3,400 families in our community,
- Own and/or operate approximately 680 affordable housing units located close to downtown, schools, and transportation, and
- Provide housing retention support and services that helps hundreds of households avoid eviction each year.

#### **Essential Functions:**

- Provide direct retention support services which may include: home visits, supportive counseling, making referrals on behalf of household, accompanying member(s) of household to appointments, providing/coordinating transportation when needed, coordinating services which may benefit the household
- Conduct mediation with Landlord/Property Managers and/or neighbors to settle disputes when necessary
- Support the household's awareness of resources, increase overall resiliency, and promote stability and proactivity
- Coordinate ongoing support services and make appropriate referrals to best support the household
- Collect and maintains required data and case notes in centralized database
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.



# VHCB AmeriCorps

## Desired Qualifications:

- Bachelor's degree
- One or two years of direct service experience
- Proficiency with Microsoft Office Suite and internet navigation

## Minimum Qualifications:

- Have access to transportation
- Have experience with diverse and vulnerable populations
- Effective and written communication skills
- Excellent organizational skills
- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week

## Additional Information:

This position is 40hrs/week. Monday through Friday 8:30 – 4:30. There are times when your schedule may need to flex due to meetings outside of the above-mentioned schedule. Any changes in schedule need to be approved by the Director of Housing Retention and Services. This position is based out of the offices at 65 Main Street, Burlington, VT. While this position does have an office space, most of the service is done out in the field.

Position begins September 8<sup>th</sup>, 2021 and ends August 12<sup>th</sup>, 2022

This position is **Full Time**: Requires 1,720 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of \$20,400 (pre-tax), and an education award of \$6,345 (pre-tax) upon successful completion of service.

Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

**To Apply:** <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:



**Serve. Experience. Lead**

# VHCB AmeriCorps

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Application deadline: August 24<sup>th</sup>, 2021. May be filled sooner.

Additional information on AmeriCorps is available at [www.americorps.org](http://www.americorps.org).

**The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.**

Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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