

DAYSTATION SUPPORT SPECIALIST

Committee on Temporary Shelter (COTS), Burlington, VT



The goal of the Daystation Support Specialist is to build trusting relationships with clients in order to foster empowerment and assist with their transition from homelessness to housing. Additionally, the Daystation Support Specialist will create educational, social and recreational opportunities for clients to expand community engagement beyond their most immediate needs. 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.

COTS provides emergency shelter, services, and housing for people who are without homes or who are marginally housed. COTS supports long-term solutions to end homelessness. We believe: in the value and dignity of every human life; that housing is a fundamental human right; and that emergency shelter is not the solution to homelessness.

Essential Functions:

- Help provide a safe drop-in center for clients.
- Connect clients with in-house resources for computer use, mail delivery and phone/voicemail, laundry, showers, sleep room, access.
- Assist facilitating daily free noontime meals for clients.
- Build trust and self-esteem of clients through daily interaction via one on one and group activities.
- Facilitate intake and orientations; perform preliminary assessment of client needs and priorities and make appropriate referrals.
- Facilitating Coordinated entry intakes to enroll clients in the county wide housing data base
- Assist clients with access and referral to the services they need including emergency aid, medical, mental health and substance abuse services. Members do not provide health services related to prohibited activities.
- Model positive, constructive behavior for clients.
- Provide consistent on-going support to help clients become as self-sufficient as possible.
- Train, and utilize client volunteers to help prepare meals and social events.
- Create and facilitate topical client groups such as jobs application group, housing application groups, food stamp and economic services paperwork, or other evolving groups to meet client needs.
- Create occasions for social and recreational interaction with peers, whether through games, interest groups, outings, in-house events or holiday celebrations, in order to improve morale, provide enrichment and temporary diversions. Creatively reward and recognize involvement and foster comradery.
- Provide outreach to clients who are not enrolled in the social services system.
- Maintain and expand upon group activities for clients independently or in collaboration with community partners, especially in relation to housing and financial literacy.



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- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps.
- Participate in VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

Secondary Functions:

- Engage with various aspects of food service at the Daystion. This includes:
 - Helping to plan and cook noontime meals with focus on nutrition and guest health needs
 - Being creative and flexible to use donations and food bank resources
 - Building relationships with farmers, local food pipelines, and volunteers.
 - Collaborate with clients to plan and create meals and support learning about cooking, nutrition, and budgeting.
 - Could also include small gardening projects
- Encourage clients to engage with housing navigation services; work with housing navigators to provide coordinated services to clients.
- Be knowledgeable of the different service providers in the area to assisting clients in gaining access to services. Collaborate with service providers on programming.
- Perform outreach to clients who are homeless or marginally housed.

Desired Qualifications:

- Basic education (high school) plus three to five years of relevant work experience or a combination of experience and education from which comparable knowledge and skills are acquired.
- Good communication, advocacy and organizational skills.
- Ability to deal effectively with a variety of clients as well as others outside the agency.
- Knowledge of crisis intervention and supportive counseling skills.
- Ability to analyze problem situations and focus on resolving them with clients.
- Excellent limit setting skills and familiarity with social work practices (i.e., confidentiality, boundaries, ethics, etc.).
- Familiarity with local social service agencies.
- Knowledge of client population and issues of homelessness.

Minimum Qualifications:

- 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 a 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;



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- 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 located in COTS Daystation, hours are between 9-5, M-F. Aspects of service may involve off-site service with clients in the community.

Position begins September 8th, 2021 and ends August 12th, 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:

Time Coleman
P.O. Box 1616
Burlington, VT 05402
802-862-0110
timc@cotsonline.org

Application deadline: August 24th or until filled

Additional information on AmeriCorps is available at 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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