

## **HOUSING SUPPORT SPECIALIST**



### **Committee on Temporary Shelter (COTS), Burlington, VT**

**DO WHAT MATTERS.** *Join the creative and dedicated team at the Committee on Temporary Shelter! COTS, a nonprofit recognized nationally as a model for innovative programs. COTS provides emergency shelter, supportive services, financial assistance, and housing for those who are without homes or who are at risk of 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. Bring the best of you to the best of social missions! 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, supportive services, and financial assistance to people experiencing housing instability in Chittenden County. With the COVID 19 pandemic, the housing landscape and supportive services has changed. COTS has created a motel outreach program, to support households in motels in addition to existing housing navigation services.

The goal of the Housing Support Specialist is to work with individuals and families at risk of losing their housing to stabilize their housing; through applying for financial assistance and direct connection to community supports, to assist homeless individuals and families in obtaining housing; to provide education to clients on homelessness prevention; and to assist clients in accessing appropriate community resources.

#### **Essential Functions:**

- Meet with clients and collect intake information
- Assess immediate and short-term financial needs regarding back rent/mortgage or security deposit assistance, and if currently housed, housing sustainability and suitability.
- Make appropriate referrals to assist clients with accessing all available supports.
- Assist clients with paperwork necessary to access resources.
- Assist in administering in-house resources (i.e., security deposit program, housing retention program funds, etc.).
- Maintain client files and provide follow up support.
- Maintain an up-to-date list of community resources.
- Coordinate informational meetings with community partners to review available resources.
- Complete initial screening of motel outreach households, as necessary.
- Support Housing Navigation, Housing search, and Motel outreach clients in completing paperwork and gathering documentation.
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.



# VHCB AmeriCorps

- Engage in professional and personal development activities and networking opportunities.

## Secondary Functions:

- Develop an outreach strategy and partnerships to make Housing Resource Center programs, information, and personnel available in community settings such as schools and/or other community partners in order to reach currently underserved populations.
- Participate in outreach / collaboration with other service providers (i.e. financial literacy programs)
- Attend COTS staff meetings and other meetings, as necessary.
- Conduct data analysis and compile monthly reports relevant to service position.

## Desired Qualifications:

- Bachelor's degree in relevant field.
- Strong communication skills.
- Strong organizational skills.
- Ability to serve with diverse client base.
- Basic knowledge of computer programs (Microsoft word, Microsoft Outlook, Excel, Internet Explorer).
- Familiarity with local social service agencies.
- Familiarity with social work practices (i.e., confidentiality, boundaries, ethics, etc.).

## 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;
- 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:

Position is primarily located at the Housing Resource Center in COTS main administration building, which is open 9-5 M-F, and may include some remote service as well as offsite activities and meetings in the community.

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



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# VHCB AmeriCorps

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:

Madeleine Doggett [madeleined@cotsonline.org](mailto:madeleined@cotsonline.org), 802-861-0110 ext. 152  
PO Box 1616  
Burlington, VT 05402

Application deadline: August 24<sup>th</sup>, 2021 or until filled

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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