



Date: June 27, 2019

POSITION DESCRIPTION
INTERGENERATIONAL HOUSING SUPPORT SPECIALIST

TITLE: 2019-2020 Intergenerational Housing Support Specialist VISTA
REPORTS TO: Housing Director
SUPERVISES: Not Applicable
STATUS: Program year begins September 3, 2019. This position is a part of the Housing Action VISTA Network, which is an AmeriCorps VISTA program managed by Housing Action Illinois since 2010. As such, this position will receive expert training, support, guidance, and networking opportunities, in addition to the traditional opportunities for AmeriCorps VISTA positions. Learn more about the program at Housing Action's website: <http://housingactionil.org/what-we-do/vista/>

H.O.M.E. Overview:

Housing Opportunities & Maintenance for the Elderly (H.O.M.E.) is a one-of-a-kind Chicago organization that seeks to foster joy, connection and independence for Chicago's low-income seniors. H.O.M.E. is a bright spot for all who know it. Founded in 1982, H.O.M.E. has helped thousands of low-income seniors in Chicago maintain their independence by providing a home upkeep and repair service, shopping bus, moving program, and three affordable apartment buildings where seniors can live comfortably in an intergenerational environment. H.O.M.E.'s 79 housing units include private apartments and, in our Good Life Senior Residences at Nathalie Salmon House (Rogers Park) and Pat Crowley House (Edgewater), family-style living with families and younger adults. H.O.M.E. is characterized by a warm and caring culture.

Job Description:

This exciting new position is responsible for developing tenant leadership for vibrant social programs with and for the residents of H.O.M.E.'s two intergenerational affordable buildings housing low-income seniors, young adults as Resident Assistants, and families with children. The VISTA would engage neighborhood groups, create a how-to manual on resident engagement, and fulfill H.O.M.E.'s original goal of bringing the neighborhood to the residents, not just the residents to the community. The VISTA would also help nurture a culture of peace, provide support to staff, and spread the word on H.O.M.E.'s programs. *The individual in this position is based at the Nathalie Salmon House with an option of housing in the building.*

Responsibilities:

1. **Social, Educational, and Wellness Programming (40%)**
 - a. Organize an "Activities Board" of residents to develop and implement an inclusive planning and delivery process for social programming for the residents of H.O.M.E.'s two intergenerational buildings.
 - b. Coordinate the Activities Board's outreach process to residents to discern wellness, educational, recreational and other social program interests.
 - c. Follow up on recommendations developed in the Spring of 2019 by H.O.M.E.'s

Housing Task Force's internal assessment of the nature and quality of interaction in its intergenerational programs.

- d. Reach out to outside individual volunteers and groups to deliver the activities.
 - e. Schedule programs and events, and publicize them through flyers and announcements.
2. **Intergenerational Living How-To Manual (20%)**
 - a. Design template forms for events, including at least 1 type of flyer for a talk or recital, registration form for a series, and a print monthly calendar.
 - b. Develop evaluation metrics and an evaluation form for wellness, educational, recreational and other social programs. Use the form for programs in at least the second half of the program year.
 - c. Draft internal manual (the primary audience is the Good Life Coordinator, Resident Assistants, and Program Director) on systematizing intergenerational social engagement at the houses.
 - d. Draft manual for external audiences on intergenerational programming for and by low-income older adults, with the partnership of neighbors.
 3. **Marketing and Community Outreach (20%)**
 - a. Develop an internal database of community groups in the Edgewater and Rogers Park neighborhoods in which NSH and PCH are situated.
 - b. Attend at least 10 community events in the neighborhoods of the buildings, preferably with at least one resident of the buildings, and identify partnership possibilities with those organizations (by May 31, 2020).
 - c. Identify at least 9 organizations for outreach on H.O.M.E.'s programs starting in the second month of the VISTA's tenure.
 4. **Housing Inquiry and Conflict Resolution (20%)**
 - a. Develop phone pre-screening protocol for seniors seeking to live at NSH or PCH, with special attention paid to fair housing compliance, and enter applicant information into H.O.M.E.'s new database.
 - b. Assist with building tours and home visits.
 - c. Help develop system for following up with reasonable accommodation or reasonable modification requests.
 - d. Help implement restorative justice conflict resolution system (i.e., peace circles) at the buildings.

Requirements:

Skills

1. Excellent organizational and time management skills.
2. Ability to communicate effectively both verbally and in writing.
3. Ability to establish and maintain positive working relationships with seniors, families, staff, contractors, vendors, donors, prospective tenants, students and volunteers.
4. Ability to pro-actively deal with issues related to residents comfort and safety.
5. Holds and is able to live out H.O.M.E. values; values are consistent and congruent across professional and personal life.
6. Demonstrated commitment to diversity and inclusion.
7. Passion for the mission and vision of H.O.M.E.

Experience/Education:

1. Bachelor's degree preferred; candidates with some college will be considered
2. Community organizing experience preferred.
3. Concern for and understanding of seniors and families.
4. Human service, business, or management experience.
5. Proficiency with Microsoft Word and Excel.
6. Valid driver's license in good standing a plus.

Work Environment:

1. Position requires frequent and regular computer and phone use.
2. Work place is a smoke- and drug-free environment.
3. Intermittent travel to off-site locations may be required.
4. Occasional night and weekend work may be asked of H.O.M.E. staff.
5. H.O.M.E. is an equal opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions at H.O.M.E. are based on business needs, job requirements, and individual qualifications, without regard to race, ethnicity, creed, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, citizenship status, military service, marital status, order of protection status, handicap, disability (including HIV/AIDS), or any other characteristic protected by federal, state, or local law.

COMPENSATION: On-Site Housing, Training, Ventra or Metra Pass, Health Coverage (For details about AmeriCorps VISTA healthcare benefits, please visit <http://www.vistacampus.gov/healthcare>), Choice of Education Award or End of Service Stipend.

HOW TO APPLY: Send your cover letter and resume (applications without cover letters will not be considered) via email by **July 26, 2019** to Nikki Moustafa, Housing Director, at NikkiM@HOMEseniors.org. You may also visit the [My AmeriCorps portal](#) to review the complete listing and to apply. No phone calls, please.

AFFIRMATIVE ACTION EMPLOYER.
PEOPLE OF COLOR AND PEOPLE WITH DISABILITIES ENCOURAGED TO APPLY.