

## AmeriCorps Member – AIP Family Support Coordinator

**Living Allowance:** \$14,500

**Start Date:** September 3, 2019

**Education Award:** \$6,095

**End Date:** August 14, 2020

**Reports to:** AIP Program Manager,  
National Service Program Manager

**Schedule:** Monday – Friday (Occasional Saturday)

### additional benefits

In addition to the living allowance and Segal Education Award, members receive a \$35/month cell phone allowance, \$100 clothing allowance, health insurance, and may have access to childcare reimbursement and an affordable housing option (\$200/month). Additionally, members receive extensive training and professional development opportunities.

### position summary

The Age in Place Family Support Coordinator offers an interactive experience to help intake and support homeowners in the Age in Place program. The AIP Family Support Coordinator can look forward to a mixture of routine duties and unique involvements with assisting older adults through the intake process. This person will work closely with our agency partners to understand their modification needs and retrieve necessary personal information to complete the AIP application process. This role assists in the application process so that older adult homeowners live in a safer and healthier home. Specifically, this position will receive referrals from health care providers, assist homeowners in filling out the AIP application and collect measurable data from the homeowner before and after the modification and repair work. Helps to problem solve issue's with homeowners and onsite staff.

### essential responsibilities

#### Intake Support and Data collection

- Serve as information source and educator for homeowners regarding AIP program
- Assist homeowners with filling out the AIP application
- Support homeowners through the application process and follow-up survey through phone calls, home visits and emails.
- Work with health-care provider and AIP Manager to clarify the OT assessment and work to be completed.
- Work with homeowners and AIP Supervisor to schedule work.
- Work with AIP Manager to collect follow-up data to measure results of our modification and repair work.
- Assist homeowners who request a referral to ABWK or other partner agencies
- Collaborate with ABWK staff and other departments as needed
- Assist with program outreach
- Other assignments as needed

#### data management

- Enter homeowner application data into Salesforce and make sure information is accurate and up-to-date
- Enter and track actions, information, and communications in Salesforce

#### Facilitate educational activities

- Teach TCHFH-designed Service Learning Curriculum
- Present background information on affordable housing and civic engagement
- Facilitate group reflection and discussion
- Answer questions related to Habitat for Humanity and affordable housing

### **Participate in AmeriCorps-related activities as assigned**

- Attend orientation at beginning of service
- Attend AmeriCorps civic engagement retreats and team meetings
- Participate in scheduled affiliate, program and statewide AmeriCorps events

### **essential qualifications**

- 18 years of age or older
- A U.S. Citizen or U.S. National or a lawful permanent resident
- High school diploma or GED required, Associate or Bachelor's degree or a training certificate preferred
- Not served two terms of service within AmeriCorps already (with some exceptions)
- Possess a valid driver's license with a good driving record
- Successfully pass background, sex offender and FBI fingerprint checks

### **preferred experience**

- Effective interpersonal skills working with a variety of people and personalities, including diverse races, cultures and economic backgrounds
- Experience or interest in working with older adults
- Able to work independently and be resourceful to problem-solve unique situations
- Communicate clearly and effectively both orally and in writing; ability to speak in public
- Multi-tasks and ensures own service assignments are completed within established deadlines
- Able to respond well to change in assignments, duties and direction
- Possesses thorough, organized, detail-oriented and accurate approach to duties
- Ability to serve as a part of a team, being available as needed
- Some experience or interest in home modifications, repairs and construction
- Be proficient in Microsoft Suite. Experience in Salesforce helpful

### **service environment**

40-hour/week, requiring some evenings and weekends. This position will be spent half-time in the office and requires the ability to sit at a desk for an extended period of time. The other half will be spent in the homes of older adults assisting them to be served well by our program before, during and after our work is completed

### **affirmative action and equal opportunity employer**

The Minnesota Habitat for Humanity AmeriCorps Program will take Affirmative Action to ensure that all employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: recruitment, employment advertising, selection, hiring, upgrading, promotion, demotion, transfer, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training and apprenticeship opportunities. Reasonable accommodations will be made for qualified individuals with known disabilities for interviews and for service positions. The Minnesota Habitat for Humanity AmeriCorps Program strives to engage men and women from a wide variety of cultures, races, educational backgrounds, socioeconomic statuses, ages and abilities. To apply, please submit your resume by email to [AmeriCorpsProgram@tchabitat.org](mailto:AmeriCorpsProgram@tchabitat.org) or [Kristal.Sawatzke@tchabitat.org](mailto:Kristal.Sawatzke@tchabitat.org).