**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, provides emergency shelter, services, and housing for those who are without homes or who are at risk of homelessness. Bring the best of you to the best of social missions.

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.

The goal of the Housing Support Specialist is to serve marginally housed individuals and families to stabilize their housing; 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 in-take information.
- Assess immediate and short-term financial needs with regard to 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.
- Create and maintain an up-to-date list of community resources.
- Coordinate informational meetings with community partners to review available resources.
- Support Housing Navigation and Housing search clients in completing paperwork and gathering documentation.
- Meet with clients to assist in identifying and connecting to relevant community partners.
- Keep Housing Resource Center staff informed of new or changing community resources and/or contacts.
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.
- Assist with program improvement.
- 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 an National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program’s ethic of service 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 located at the Housing Resource Center in COTS main administration building, which is open 9-5 M-F. It may include offsite activities and meetings in the community.

Position begins September 9th, 2020 and ends August 13th, 20201
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 $6,195 (pre-tax) upon successful completion of service.

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

This position does have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

**To Apply:** [https://vhcb.org/our-programs/vhcb-americorps/positions](https://vhcb.org/our-programs/vhcb-americorps/positions)

For questions about this position or to send additional materials:

Brenda Cheeseman, Human Resources Director
1616 P.O. Box 1616
Burlington, VT 05402
802-540-3084x203
Brendac@cotsonline.org

Application deadline: August 25th, 2020

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: ____________________________