

## AmeriCorps Service Description Program Year 2025

### Program Overview:

- Salt Lake County's Vulnerable Populations AmeriCorps Program is a State and National Grant with a focus on Economic Opportunity.
- Our members help bridge the gap and reduce barriers for a variety of vulnerable populations including but not limited to; youth, individuals experiencing homelessness, and those involved in the criminal justice system.
- AmeriCorps Members are placed in community agencies to serve individuals and families by assisting in activities such as housing placement, job placement, system navigation, healthcare liaisons, volunteer recruitment, and more.
- **The MVP Program meets Internship Requirements, making it a great opportunity for students enrolled in:**
  - Social Work/Services · Social Justice
  - Sociology · Psychology
  - Humanities · Public Health
  - Social Justice · Humanities
  - Public Relations · Non-profit organization and management

**Anyone** interested in Community and Social Impact

### Learning Objectives- you will:

- Become familiar with the homeless population and available community resources.
  - Recognize specific needs of individuals and families experiencing homelessness.
  - Effectively communicate with individuals and families experiencing homelessness to help them secure housing.
  - Become familiar with Trauma Informed Care and Housing First philosophies.
  - Learn to solve complex situations with professionalism, empathy and from a Trauma Informed Care perspective.
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- The intern will gain professional experience in medical case management and care coordination efforts.
  - The intern will deepen understanding of the refugee resettlement process, refugee health topics, the social determinants of health and the public health significance.
  - The intern will gain experience with community outreach and partnership building within the social services and health care field.
  - The intern will gain direct experience with working with people from different background than their own and will develop interpersonal and advocacy skills.

*This is a generic job description that can be tailored to the duties the AmeriCorps members will be performing at the host site. It can be used in the recruitment of AmeriCorps members. Below are a few examples:*

### **Activities**

**Connection to Resources/ System Navigation:** Serve as an access point, in person and/or virtually, for clients and service providers navigating homeless services. Provide information about community resources, provide warm handoffs to service providers to ensure smooth continuity of care, gather information from both clients and service providers to connect to services appropriate for their needs, and assist clients with application processes for services.

**Housing Placement:** identify individuals and families in need of housing. Interview clients to assess the type and need for housing. Provide clients with information on housing opportunities. Explain the rules and requirements of housing. Work with landlords to identify housing opportunities. Assist client in preparing housing applications. Assist clients in the search for housing. Provide assistance to help clients move into housing.

**Housing Stability:** Visit clients on a regular basis to assess housing stability. Develop working relationships with clients. Develop an individualized client self-sufficiency plan with goals. Based on assessments of client needs, refer clients to appropriate agencies for additional services such as mental health, substance abuse, public assistance, transportation and other supportive services.

Communicate with property management staff to identify and reduce client problems. Act as an advocate for clients. Provide opportunities for clients to interact with others to foster healthy relationships and overall positive housing experience through workshops, holiday celebrations, exercise groups, trips to local venues, trainings, etc.

**Employment:** Develop and provide opportunities for clients to gain additional skills and abilities to become employed. Prepare employment assessments and employment plans. Discuss short- and long-term goals for employment. Assist with gathering information and preparing resumes.

Engage in one-on-one job coaching. Provide internet training opportunities to teach clients how to do job searches. Develop and locate appropriate employment opportunities for clients. Arrange and/or escort clients to potential places of employment. Promotes and conducts workshops, classes and programs offered on employment related activities.

**Data and record keeping:** Create new hard files, electronic files and enter data on activities provided to clients. Provide information on services provided for quarterly reports that reflect activities provided in the areas of housing, employment, and access to mainstream services. Develop a system to track unduplicated numbers of clients served.

**Access mainstream Services:** Perform or use data from client assessments to determine additional needs to maintain housing and secure and maintain employment. Based on assessment data refer clients to other agencies for services such as mental health, substance abuse, public assistance, social security disability, etc. Follow up on referrals.

Work directly with clients in filling out paperwork or attending meetings with client to become eligible for services. Act as an advocate for clients. Manage an active caseload of clients seeking

mainstream services.

**Volunteer Activities:** Assist in the recruiting of volunteers and donated resources to help clients in their housing and employment activities.

Assists in the management of volunteers to provide services to clients. Organize meaningful activities for clients that volunteers can provide. Develop systems to track the number of unduplicated volunteers recruited and the hours of service they provided.

**Training:** Attend weekly staff/staffing meetings and other meetings at the host site. Participate in agency training activities to increase knowledge skills and abilities in delivering client services. Attend AmeriCorps orientation and training sessions as required. Participate in monitoring visits of the sites by County staff. Participate with other AmeriCorps members in service projects.

### **Minimum Requirements**

Clear FBI, State, and the National Sexual Offender criminal background checks High School Diploma or equivalent (GED)

Valid Utah Driver's License

Typing skills

Experience working and/or Education in Social Service field a plus

### **Knowledge of:**

Computer Program (i.e., Microsoft)

Methods and techniques of effective case management and assessment skills

Social Service programs and community resources

### **Ability to:**

Approach problems pro-actively with a solution-based focus Communicate effectively both verbally and in writing.

Establish working relationships with residents, co-workers, and other professionals. Work independently as well as collaboratively.

Provide constructive and professional feedback to clients Maintain client confidentiality

Display cultural competency, appreciation, compassion and understanding for the needs of clients

**Hours:**

**Including hours is important- Applicants like to have an idea of what their schedule may look like. Make sure to include: weekdays, weeknights, weekends, is the schedule Monday through Friday? Is it flexible?**