



AmeriCorps Member Position Description

Position Title: AmeriCorps Housing Coordinator

Service Location: Barbara McInnis House – BMC Clinic, 780 Albany Street, Boston, MA 02118

Content Supervisor: Michael Mayer, Housing Specialist, mmayer@bhchp.org

Reports to: Katie Hayward, AmeriCorps Program Manager, khayward@bhchp.org,

Mission: The mission of Boston Health Care for the Homeless Program (BHCHP) is to ensure unconditionally equitable and dignified access to the highest quality health care for all individuals and families experiencing homelessness in our community.

Service and Impact Summary:

BHCHP serves individuals and families experiencing homelessness or housing insecurity, which contribute significant barriers to health care. The AmeriCorps Housing Coordinator will assess Barbara McInnis House (BMH) patients referred by case managers for their housing needs. In collaboration with patients and housing program staff, the AmeriCorps Housing Coordinator will assist patients in applying to housing options and will manage all follow up communications through discharge. The Member will become familiar with the housing systems in Boston by serving as a liaison to community resources. The Member will provide direct care coordination for patients navigating the complex housing system, providing increased promotion of existing resources and creating new materials and processes. In addition to these core responsibilities, the Member will fulfill marginal functions around patient education, managing volunteers, training, service projects, and data reporting. The AmeriCorps member will not provide health services related to prohibited items.

These AmeriCorps member service activities and functions do not duplicate or displace BHCHP employees or volunteers, and are contingent on continued funding from Massachusetts Service Alliance and the Corporation for National and Community Service.

Housing Coordinator Essential Functions:

- Perform housing assessments to identify and facilitate appropriate referrals to housing resources in the greater Boston area
- Assist patients with housing applications and other documentation that will increase options post-discharge
- Serve as a resource to patients housing services
- Track and identify gaps in the housing process for BHCHP primary care patients that can be appropriately addressed by the primary care teams. This includes housing stabilization via medical outreach and referral to outside resources
- Develop and facilitate weekly housing readiness/life skills sessions for patients through a combination of tabling, one-on-ones, or groups
- Update timekeeping system and Epic regularly to document hours and patient encounters respectively



Marginal Functions:

- Provide health education, particularly around tobacco cessation, healthy eating, cancer screenings, and overdose prevention, to patients either one-on-one or in groups
- Develop health education materials, as necessary, including bulletin boards, flyers, handouts, brochures, etc.
- Organize health fairs individually or in collaboration with the team
- Facilitate volunteer groups on a rotating basis
- Participate in required trainings and service projects
- Participate in fundraising efforts to support Member-run patient education/support programs

Qualifications:

- Must be 18 years of age or older, as required by BHCHP
- Must have a High School diploma or GED
- Must be a US Citizen, US National, or Permanent Resident Alien
- Experience with/or interest in volunteerism and community engagement
- An understanding of multicultural issues, substance use, mental health and the complex health problems of patients experiencing homelessness
- Bilingual Spanish is preferred

Commitment requirements:

It is anticipated that the 2023-2024 year of service will begin September 5, 2023 and run through July 26, 2024.

The time requirement for this position is a minimum 40 hours/week; 1,700 hours required by the end of the term of service. The Member must serve for the length of program and meet the minimum hours served requirement to successfully complete their service year. Exact service hours will depend on the service location and assigned projects. Anticipated schedule of Monday – Friday 8:30 am – 5:00 pm, with occasional 11:00am – 7:00pm shifts, and rotating Saturdays.

Benefits:

For a 10 month full-time commitment and minimum of 1,700 hours of AmeriCorps service, members may be eligible to receive:

- A taxable living allowance of up to \$29,000
- Loan forbearance
- If eligible, taxable Segal AmeriCorps Education Award of up to \$6,095 upon successful completion of service
- Health benefits
- Child care benefits, if eligible
- Training and professional development opportunities
- Transportation stipend

BHCHP is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. BHCHP welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.



BOSTON HEALTH CARE *for*
the HOMELESS PROGRAM



MASSACHUSETTS
SERVICE ALLIANCE