



Michigan Habitat's AmeriCorps Program

Position Description

Position Title:	Family Support Liaison	Category:	AmeriCorps Service Member
Program Administrator:	Habitat For Humanity of Michigan	Site Supervisor:	Lorelene McLeary, Family Partnership Coordinator
Placement Location:	Kalamazoo Valley Habitat for Humanity	Travel Required:	Travel for Habitat & AmeriCorps related activities
Stipend:	\$12,530	Position Type:	Full Time, 1,700 hours
HR Contact:	AmeriCorps Program Manager	Date posted:	TBD
Will Train Applicant(s):	On -site training	Posting Expires:	TBD
External posting URL:	habitatkalamazoo.org		
Please send Resume & Cover Letter via:			
Fax or E-mail: (517) 485-1509 or bferrigan@habitatmichigan.org Subject Line: Attention: Bridget Ferrigan RE: [Position applying for]		Mail: Bridget Ferrigan, AmeriCorps Program Manager Habitat for Humanity of Michigan 618 S. Creyts Rd Suite C, Lansing, MI 48917	
Job Description			
Role and Responsibilities REPORTS TO: Family Partnership Coordinator SUMMARY: Habitat for Humanity Michigan AmeriCorps Family Support Liaison is a full-time, 12 month (minimum 1,700 hours over the course of the term) position. The candidate will assist in supporting Kalamazoo Valley Habitat for Humanity's (Habitat) efforts in recruiting, selection, approval and supporting qualified low income families for home ownership and home repair. RESPONSIBILITIES AND GOALS: <ul style="list-style-type: none"> • Recruit partner families for homeownership and home repair programs. • Serve with the Family Selection and Support Committees to plan and oversee sweat equity requirements for home owner families. • Partner with community organizations that could become feeder links for partner families. • Create and update a spreadsheet of inquires for both home repair and home ownership programs. • Engage and work with individuals from very diverse backgrounds. • Track sweat equity requirements of home owner families. • Maintain confidential family selection files. 			



Qualifications and Education Requirements

- High school diploma required.
- Work well independently, with skills in team work and collaboration.
- Manage multiple tasks, change priorities and adjusts to schedules as needed.
- Communicate effectively, positively and professionally with applicants, family members, staff and others.
- Must have own transportation.
- Willing to work some evenings and weekends.
- Other activities related to finding families, qualifying families and maintaining families as defined by affiliates and approved by the AmeriCorps program manager.

Preferred Skills

- Ability to listen and communicate with applicant and collect necessary documentation for the family selection process.
- Ability to offer support to home owner families without enabling them.

Reviewed By:	Lorelene McLeary	Date:	May 15, 2015
Approved By:	Don Jones	Date:	May 15, 2015
Last Updated By:	Lorelene McLeary	Date/Time:	May 15, 2015