

Trident United Way (TUW) AMERICORPS MEMBER SERVICE DESCRIPTION

NOTE: All information included in the position description, including program operation, is subject to change based on the final grant award.

Position:

AmeriCorps Family Navigator

Stipend:

Bi-monthly Living Allowance:

- **Reduced Full Time Member(1200hrs)-\$826.08**
 - **Half Time(900hrs)- \$556.52**
 - **Minimum Time(300hrs)- \$596**
-

Are you interested in making a difference in the community?

Are you able to commit yourself to a year of service helping others?

Join our team!! We are assembling a vibrant team of enthusiastic individuals ready to make a positive impact in the community while enhancing their own skills and professional growth. As AmeriCorps Members, you'll step into the role of Family Navigators within community agencies, offering invaluable support to those in need.

Your mission? Providing crisis intervention to individuals and empowering families and individuals to achieve financial stability across the Tri-county area. With service running from August 12, 2024 through July 31, 2025, you'll embark on this fulfilling journey with a mandatory two-week orientation, arming you with the tools and resources needed to thrive as a Family Navigator.

Here, you'll have the chance to learn from nonprofit experts and gain hands-on experience in community and economic development, outreach initiatives, and beyond. Whether you're a recent graduate, a retiree seeking a meaningful pursuit, or anyone with a passion for nonprofit work, this opportunity is yours to seize.

If you're ready to make a difference, possess skills or experience in social services, human services, case management, or community organization, we want YOU on our team. Join us and let's create positive change together!

ESSENTIAL FUNCTIONS

Customer In-Take Assessments and Crisis Mitigation

Conduct 30–45-minute intake sessions with clients to assess their basic needs and provide information on available services and procedures, to help the client utilize the services that are available to them. Members are also expected to also promote financial literacy sessions.

Tax Preparation Assistance

Provide high-quality tax preparation assistance, to taxpayers who meet the qualification criteria. Answer questions, maintain taxpayer privacy and confidentiality standards, and adhere to quality site requirements and volunteer standards of conduct at all times.

Member Benefits-DURING A YEAR OF SERVICE

All members will have access to the **Member Assistance Program (MAP)**, and **federal student loan forbearance** during the term. Upon successful completion of a service term, members are eligible for **payment of accrued interest** on eligible federal loans, and an **education award ranging from \$1,565-\$5,176** which can be used toward continued education or student loan repayment. Members will also receive **mileage reimbursement, skill-building opportunities**, and robust monthly **professional development training**.

ADDITIONAL REQUIRED EXPECTATIONS

- Be a U.S. citizen, national, or legal permanent resident (green card holder)
- Minimum GED or High School Diploma
 - A two-year or four-year degree is strongly preferred
- Pass three criminal history checks
- Meet weekly service hour goal
 - Reduced full time: 35
 - Half time: 25
 - Minimum time: 15
- Work directly with clients
- Some evenings and Saturday mornings are expected during tax season (January-April)
- Submit timesheets weekly
- Track program measure data