

## 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.**

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### **Position:**

**AmeriCorps Family Navigator**

### **Stipend:**

#### **Living Allowance for AmeriCorps Service**

- **Reduced Full Time Member(1200hrs)- \$15,300**
  - **Half Time(900hrs)- \$8,000**
  - **Minimum Time(300hrs)- \$2,973**
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**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 developing a dynamic team of 17 service-minded, results-driven individuals to make a difference in the community while gaining marketable skills and professional development. AmeriCorps Members serve as Family Navigators in community agencies providing services to those in need. Navigators will complete their hours by providing financial education to individuals as well as crisis mitigation, services that help families and individuals become financially stable in the Tri-county area. AmeriCorps Members will serve from **mid-August 2021 through July 31, 2023**. This includes a mandatory two-week orientation where members are provided the necessary tools and resources to confidently serve as a Family Navigator during their service term.

Team members learn from experts in the nonprofit field and gain practical experience in the community and economic development, community outreach, and more. This is a great opportunity for recent graduates, retirees, or anyone who is interested in starting a career in the nonprofit field. If you have the desire to serve others and have skills or experience related to social services, human services, case management, or community organization, you would be a great fit for our program.

## **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, using SC Thrive's Thrive Hub platform, 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 \$1,374-\$4,546** 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