



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: August 23, 2021
Position Closing Date: September 24, 2021**

Job Announcement

Position: AmeriCorps – Resident Services

Salary: \$15,485 living allowance, paid in bi-weekly increments

MDHA is recruiting six (6) AmeriCorps State and National members to serve residents under the direction of resident services staff for one year in three primary areas: 1) workforce development, 2) eviction prevention, and 3) health and wellness. MDHA will offer preference to candidates who are from Nashville, who are current or past MDHA residents, or who have strong familiarity with the demographic communities in which MDHA operates. AmeriCorps State and National members will serve residents through a trauma-informed approach and help build the body of evidence with this practice in strengthening communities. When you join AmeriCorps, you use your energy, skills, and talents to help others. Plus, you'll support your community, learn to be a leader, and gain real job skills. AmeriCorps is a national volunteer program that supports hundreds of service members across the country every year, providing a living allowance and other benefits while you give back to the community. Applicants selected for these positions will be considered temporary employees of MDHA will have to complete a conditional pre-employment process. MDHA is a drug-free workplace. This project is funded under a grant contract with the State of Tennessee, Volunteer Tennessee.

Benefits: \$6,345 education award, upon completion of service year; and healthcare insurance equivalent to Bronze-level health coverage through Healthcare.gov

Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities, and help build a greater Nashville.

REQUIRED EDUCATION, EXPERIENCE AND LICENSES: High School Degree, experience can be accepted in lieu of education. The program is designed for entry-level or experienced professionals.

ESSENTIAL FUNCTIONS

Workforce Development

1. This member will serve residents from MDHA's Envision Center, an initiative premised on the notion that financial support alone is insufficient to solve the problem of poverty. Intentional and collective efforts across a diverse set of organizations are needed to implement a holistic approach to foster long-lasting self-sufficiency.
2. This member will serve residents with a focus on empowering individuals with hard and soft skills in workforce development.

Eviction Prevention

3. This member will assist residents who amassed rent arrearages during the COVID-19 pandemic eviction moratorium and connect them to community resources and other eviction prevention assistance.
4. This member will help develop a housekeeping program to support elderly and disabled residents with basic housekeeping tasks to ensure safe and sanitary housing for eviction prevention.

Health and Wellness

5. This member will serve residents with a focus on promoting well-being practices as foundational to pursuing career and financial empowerment goals. This member will help residents identify self-care practices to empower them with healthy habits to improve quality of life.
6. This member will serve residents through a mentorship program focused on middle school girls and their parents to help prepare them for high school success.

Knowledge, Skills, and Abilities

Preferred Knowledge, Skills, and Interests: Communications; Community Organization; Computers/Technology; Conflict Resolution; Counseling; General Skills; Leadership; Public Speaking; Social Services; Team Work; Writing/Editing

Minimum Requirements

Commitment to fulfill a one-year term of service (1,700 hours between November 1, 2021 – October 31, 2022); High School Degree, experience can be accepted in lieu of education; Valid driver's license; Reliable access to transportation (Members will be reimbursed for service-related mileage.); Authorized to work within the United States; National Service Criminal History Check clearance; Working Hours: 7:30am to 4pm Monday - Friday, some evenings and weekends. Must maintain regular attendance at a work site.

Physical Requirements

Lift and carry up to 20-30lbs; Responsibilities in the position may entail sitting and standing for extended periods of time; Office or service environment is wheelchair accessible, may include noisy environments; Service responsibilities require moving about to accomplish tasks or moving from one worksite to another. Must have the ability to perform the essential functions with or without a reasonable accommodation.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

All candidates must apply visit <https://my.americorps.gov/mp/login.do>. For Assistance contact vmelius@nashville-mdha.org or call 615-780-7085

Applicants selected for a position must successfully pass a pre-hire drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace