

IPHA AmeriCorps Member Position Description

Position Focus: Case Management/ Community Outreach

Host Site Information: Bonaventure House
825 West Wellington
Chicago, IL
<http://www.alexianbrothershousing.org/programs/bonaventure-house>

Position Location: Bettendorf Place
8425 S Saginaw Ave
Chicago, IL

Benefits:

- A Living Allowance of \$3,784.50
- An Educational Award of \$1,612.43 upon completion
- Health Insurance, if not already covered
- Child care benefits, if applicable
- Professional Development & Career Experience

Primary Responsibilities:

- Case-manage 4-8 clients.
- Facilitate 1-2 groups
- Complete intake screenings and interviews for Bonaventure House.
- Collect data from the Outcome Indicator Assessments and provide to Bonaventure House Data Manager as needed.
- Research progressive options for Bettendorf and treatment plans for the residents.
- Attend weekly supervision meetings and attend department and all-staff meetings as scheduled.
- Participate in pertinent training opportunities as available.
- Assist staff with outreach and education for the program as needed.
- Engage with different organizations within the community to increase our network
- Complete and submit all necessary IPHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all IPHA AmeriCorps trainings including orientation and team trainings.
- Complete all IPHA AmeriCorps required National Days of Service projects.
- Some local and out of town travel required.

IPHA AmeriCorps Position Requirements:

- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check and Sex Offender Registry check (all provided and coordinated by IPHA AmeriCorps Program)
- Valid Driver's License and proof of insurance; or valid State ID
- Regular and reliable attendance.
- Ability to commit to the 11 month term of service.

Host Site Preferred Qualifications:

- Able to react quickly and calmly during times of crisis and effectively manage high levels of stress.
- Knowledge, experience, and proven skills in the areas of HIV/AIDS, homelessness, substance abuse and dependence, and residential facilities desired.
- Sensitivity toward and the ability to work effectively with a diverse resident population (racial, ethnic, national origin, religious, gender, sexual orientation).

- Experience in case management strongly desired.
- Comfortable with building personal relationships and dedicated to helping others.
- Strong attention to detail and the ability to manage multiple projects, establish workload priorities, and meet deadlines.
- Computer proficient, including database programs.
- Strong verbal and written communication skills.

Transportation Information:

- Position location is accessible by public transportation.