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AmeriCorps State Position Description

POSITION: Community Services Assistant
REPORTS TO: Program Coordinator
LOCATION: 200 N. Vineyard, A300, Honolulu, HI 96817
START DATE: October 2, 2017, application accepted until position filled

About Hawaiian Community Assets:

Hawaiian Community Assets is a 501(c)3 nonprofit, HUD-approved housing counseling agency and community lending institution that builds the capacity of low- and moderate-income communities to achieve and sustain economic self-sufficiency with a particular focus on Native Hawaiians.

HCA implements a unique, holistic approach to helping families achieve and sustain permanent housing. Named Kahua Waiwai, meaning "Foundation for Wealth," HCA's comprehensive program includes housing and financial education workshops, individualized counseling, and access to asset building services and financial products - all in the context of Native Hawaiian culture.

About AmeriCorps State Programs

AmeriCorps State and National supports a wide range of local service programs that engage thousands of Americans in intensive community service each year. AmeriCorps members are committed to using national service to address critical community needs in education, public safety, health, and the environment.

AmeriCorps State and National programs are open to U.S. citizens, nationals, or lawful permanent resident aliens age 17 and older. Members may serve full- or part-time over a period not to exceed 12 months. Individuals can serve as AmeriCorps members in every state, U.S. territory, and on tribal reservations. The position requires 1700 hours of volunteer time within 12 months of service.

Position Duties:

- Conduct client intake group orientations either in-person or via phone.
- Input client data into online Client Management System.
- Create hard copy and electronic client files.
- Conduct client follow-up and evaluations in-person, phone and/or written correspondence.
- Assist in coordination & delivery of housing/financial education workshops & trainings.
- Promote the organization at community outreach events.
- Attend orientations, meetings, trainings and other courses.
- Complete Kahua Waiwai Financial Trainer Certification Course.
- Assist Program Coordinator with other duties as needed.

Qualifications:

- 18 years or older.
- U.S. Citizen or Lawful Permanent Resident.
- Not listed on the National Sex Offenders Public Registry.
- Some college or college graduate.
- Willingness to work with at-risk communities.
- Ability to work independently and/or within a team setting.
- Strong interpersonal, verbal, and written communication skills.
- Knowledge and understanding of Hawaiian culture and values
- Experience working with youth and families.
- Basic understanding of Hawaiian Home Lands.
- Comfortable with computers, proficient in Windows Office and database programs.

Benefits:

- Living Allowance of \$14,500 annually, paid every two weeks.
- Education Award of up to \$5,700.
- Professional, cultural and personal development opportunities.
- Some travel supported by project.
- Health care benefits, if eligible.

To apply, please contact:

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