



AmeriCorps Partnership to End Homelessness

— Making a Difference by Restoring Hope to the Homeless

PARTNER APPLICATION

Please address each section of the application. Please keep this application, not including the member(s) job description(s), to 3 pages or less.

Agency Information

Name of Organization: _____

Name of Contact Person: _____

Title of Contact Person: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Site Placement Information

1. Address of Member Placement Site: _____

Provide a general description of site #1: _____

Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Telephone: _____ Fax: _____

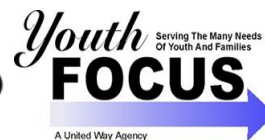
Supervisor's E-mail: _____

2. Address of Member Placement Site: _____

Provide a general description of site #1: _____



Mary's House
520 Guilford Avenue
Greensboro, NC 27401
336.275.0820





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Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Telephone: _____

Fax: _____

Supervisor's E-mail: _____

3. Address of Member

Placement Site: _____

Provide a general
description of site #1: _____

Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Telephone: _____

Fax: _____

Supervisor's E-mail: _____

Member Information

1. *How many AmeriCorps Members would you like to serve at your agency? (You must accept a minimum of two members)*

Full-time _____

Part-time: _____

2. *Why is AmeriCorps Partnership to End Homelessness a good fit for your agency? How will the members' service address the Partnership's performance goals?*

3. *Describe the workspace and resources available for the member(s):*

4. *Please list any trainings or educational sessions members will be exposed to at your agency:*



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5. *Please list any trainings that you or your staff can provide for the AmeriCorps team:*

6. *One provision of the AmeriCorps grant is that members NOT be used as employees or to displace employees. How will your agency ensure that members are not perceived as or utilized as staff members? Discuss the new or enhanced activities that your members will assist with at your agency.*

Position Description

Please attach a **POSITION DESCRIPTION** for each member that covers the entire term of service for the AmeriCorps member(s) to include Requirements (educational, driver's license, drug testing, etc.), Skills (computer, writing, etc.) and an Activity Description (describe 40 (full-time) or 20 (part-time) hours worth of activity the member will be performing in a typical week).



The acceptance of new agencies into the AmeriCorps Partnership to End Homelessness is dependent upon consensus of the partner agencies with the ultimate decision made by the Director of the AmeriCorps Program. You can submit this completed application to Kathy Vohs at 1312 Lexington Avenue, Greensboro, NC 27403 OR krvohs@hotmail.com by **December 14th** if you would like your agency to be considered for partnership.

Continuation of the AmeriCorps Partnership Ending Homelessness is dependent upon the receipt of federal funding each year.

NEXT STEPS:

1. Meet with current partners to discuss applicants



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2. Get back with candidates to obtain additional information and a letter from the agency's board committing match resources
3. Select partners by January 8th
4. Get information from partners for grant application
5. Submit application by Feb. 26th
6. Find out about grant funding by July/August.



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Example Role Descriptions:

Youth Focus

Role: Youth Care Worker

- The roles at Youth Focus all relate to assisting teens in crisis. All members must know and follow the shelter policies and procedures without deviation. Member activities will include, but are not limited to the following:
- Process referrals, admissions, and discharges according to shelter protocol and provide case management to clients.
- Give instructions to residents regarding desirable health and personal habits
- Assist with recreational activities and enrichment programming
- Address behavioral problems through agency protocols
- Provide milieu counseling services to residents
- Escort residents to designated activities and provide ongoing supervision of residents
- Assist with educational activities
- Assist with outreach activities through the Safe Place program: training new and existing safe place sites; presenting safe place information to youth; coordinating outreach services.
- Take on and perform one special role (performance measures, safe place coordinator, enrichment programming, etc.)
- Track information for how many clients have been counseled regarding housing, how many clients have applied for housing, and how many clients have obtained housing.
- Track information with regard to Safe Places: how many Safe Place presentations were given, how many kids were presented to, how many Safe Place sites were trained / retrained, how many new Safe Place sites were started.
- Each Member tracks all service information for volunteers they have personally recruited: name, e-mail, date served, hours served, location served, service activity.



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Mary's House

Role: Mary's House Case Manager / Emergency Assistance

- The roles at Mary's House / Mary's Homes all relate to assisting women (with children) recovering from substance abuse. Member activities will include, but are not limited to the following:
- Provide primary Emergency Assistance screenings and complete EA documentation. Keep records of all expended funds by source.
- Arrange and/or provide transportation to appointments for residents and their children
- Provide life skills training to new clients in the areas of financial management, cleaning, family cooking, or other areas where the need exists.
- Conduct individualized case management for each client with proper documentation
- Supervise the self administration of medication
- Administer drug tests when appropriate
- Be a good role model for the residents with appropriate professional behaviors.
- Assist the residents with any case management needs and make referrals for services when appropriate.
- Complete all required monthly reports in a timely manner
- Chart activities in resident's records and complete or update treatment plans
- Assume other duties at the request of staff.
- Track information for how many clients have been counseled regarding housing, how many clients have applied for housing, and how many clients have obtained housing.
- Track information regarding how many clients have received emergency assistance.
- Track information regarding how many volunteers, serving how many hours, have been added each month in conjunction with the Vista worker.
- Each Member tracks all service information for volunteers they have personally recruited: name, e-mail, date served, hours served, location served, service activity.



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Example Typical Service Schedule:

Youth Focus

Role	Youth Care Worker
Service Hours	7-day first shift and second shift (no third shift)
Actual Schedule	Decide with supervisor (at least 5 shifts/wk). All available shifts must be covered between the 4 Members. All Members must be scheduled “on” for the designated “team” shifts.

Mary's House

Role	Mary's House Case Manager / Emergency Assistance
Service Hours	M-F 9 am - 5 pm
Actual Schedule	Decide with supervisor (at least 40 hrs/wk)

Example Site Manager Contact Information:

Youth Focus

Site Manager Name	Kristin Weldon
Telephone	336-375-1332
E-Mail	kweldon@youthfocus.org
Address	1601 Huffine Mill Rd, Greensboro, NC 27405

Mary's House

Site Manager Name	Jan Laughinghouse / Craig Thomas
Telephone	336-275-0820
E-Mail	janlaughinghouse@aol.com / cathomasmh@aol.com
Address	520 Guilford Ave, Greensboro, NC 27405