



Corporation for Supportive Housing  
2801 21<sup>st</sup> Avenue S., Suite 230  
Minneapolis, MN 55407  
T 612.721.3700  
F 612.721.9903  
[www.csh.org](http://www.csh.org)

## VISTA MEMBER JOB DESCRIPTION

### Supportive Housing Veterans' Coordinator

#### Minnesota

##### **The Organization:**

The Corporation for Supportive Housing (CSH) is a national, nonprofit organization that helps communities create permanent housing with services to prevent and end homelessness. CSH advances its mission by providing high-quality advice and development expertise, by making loans and grants to supportive housing sponsors, by strengthening the supportive housing industry, and by reforming public policy to make it easier to create and operate supportive housing. CSH delivers its core services primarily through staff stationed in 11 states (California, Connecticut, Illinois, Indiana, Michigan, Minnesota, New Jersey, New York, Ohio, Rhode Island and Texas) and the District of Columbia. CSH also reaches many other communities that request assistance through its National Program staff.

##### **The Position:**

The Corporation for Supportive Housing's Minnesota Program is seeking a full-time creative, goal-oriented individual to cultivate the creation of supportive housing for veterans who are homeless or at risk of homelessness in Minnesota. The VISTA member's responsibilities will be to 1) collaborate with existing supportive housing developers to target homeless veterans in new and existing units; 2) help build the capacity of the local Veterans Administration to improve their ability to respond to the needs of homeless veterans; and 3) work with CSH staff to implement the supportive housing veterans' initiative work plan. The VISTA will gather and track information relating to homeless veterans programs, services and resources, and will serve as a point person for the CSH Minnesota program on these matters. The VISTA member will work directly with partners such as Veterans Affairs, local housing authorities, and supportive housing providers as they work to implement the Veterans Affairs Supportive Housing (VASH) program in new and existing permanent supportive housing projects. The VISTA member will also assist with other CSH training curriculum and planning, and be an active participant in other on-going Minnesota office activities.

This is an Americorps VISTA position, a 12 month volunteer position with a living allowance of about \$900/mo plus either a \$1,200 end-of-service award or \$4,725 educational award; other benefits include childcare allowance, healthcare and opportunities for professional development and training. VISTA members may not have other employment while a VISTA but may take educational classes as approved by their supervisor. More about Americorps VISTA is available at [www.americorps.gov](http://www.americorps.gov). Applicants *do not* have to be a VISTA *prior* to applying.

##### **Position Responsibilities:**

- Gather and track information relating to homeless veterans programs, services and resources.

- Provide technical assistance to project partners to design new and enhance existing veterans' permanent supportive housing projects.
- Integrate the Veterans Affairs Supportive Housing (VASH) program into new and existing permanent supportive housing programs.
- Work with CSH staff to develop and implement trainings on veterans' homelessness.
- Perform research to identify the subsets of veterans in the Metro and Greater Minnesota areas that are most vulnerable and most in need of permanent supportive housing.

**Qualifications:**

- Bachelor degree or four years experience in related field.
- Possess excellent oral and written communication skills, professional demeanor, and be adept at interacting with all levels of an organization.
- Familiarity with and/or interest in issues related to supportive housing including homelessness, low-income housing, finance, state and local policies, social service delivery, community development, mental illness, harm reduction, etc.
- Candidates must be able to take initiative and pursue program goals with a focus on objectives and outcomes.
- Strong organizational, project management, interpersonal, research, analytic, and computer skills (word processing and spreadsheet applications).
- Exceptional organizational skills, ability to manage a diverse set of tasks.
- Skilled in facilitation, team building, forging collaborative partnerships, and developing and maintaining strong relationships within the supportive housing community, and in convening and engaging people from diverse groups and sectors.

**Contact:**

By **August 20, 2010**, candidates should submit a resume and cover letter describing their interest in this position to:

VISTA Member 2010

Corporation for Supportive Housing

2801 21<sup>st</sup> Ave S Ste 230

Minneapolis, MN 55407

Fax: (612) 721-9903

Email: [george.stone@csh.org](mailto:george.stone@csh.org)

*The Corporation for Supportive Housing is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.*