



**PY 23-24 Team UP AmeriCorps
Summer Track
MCDSS Position Description**

Adult and Aging Outreach Specialist

Program Overview: Led by the United Way of SWCO (UWSWC), Team UP AmeriCorps places AmeriCorps members at organizations throughout Southwest Colorado. Through collaborative service, Team UP AmeriCorps members develop their own professional skills and passions, expand effectiveness of southwest Colorado organizations, and ultimately support people to thrive. Team UP has been utilizing collective impact initiatives since 2015 to collaborate across sectors and promote communication towards common goals within rural Southwest Colorado communities. Team UP AmeriCorps members provide direct service to improve outcomes in Education, Economic Opportunity & Healthy Futures. AmeriCorps, often referred to as the “domestic Peace Corps,” provides opportunities to improve lives and foster civic engagement all across the country.

Montezuma County Department of Social Services (MCDSS) is based in Cortez, Colorado.

MCDSS Vision: Community members will receive services to promote self-sufficiency, independence, safety, and well-being.

MCDSS Mission: Montezuma County Department of Social Services will collaborate and advocate to help children, families, and individuals work towards stability through the utilization of programs and resources.

MCDSS provides services and supports through four divisions. Child Support services helps to ensure that children receive financial support from non custodial parents. Child Welfare Services ensures child safety and offers ongoing services and supports to help children stay in their homes of origin or with family members. Adult Protection provides investigative resources to ensure at-risk adults are safe in their home and community and links them with available resources in the community. Lastly, our Economic Security Division works with community members to qualify them for various public assistance programs to support independence and basic needs.

Service Position Summary: The AmeriCorps member will serve as the department’s Adult & Aging Outreach Specialist. The position will serve with the adult and aging population to understand current services available, accessibility and methods to connect this population with these resources. The position will determine the gaps in services within the community for this population and work with key stakeholders to develop a strategic plan to address these gaps. Key deliverable includes a resource navigation tool and planning process to develop a long term plan of action.

Duties and Responsibilities:

- Provide direct service to the Montezuma county community, specifically underserved populations including the elderly, disabled, and veterans.
- Refer community members to MCDSS programs as applicable
- Create partnerships with local community organizations with a focus on the adult and aging population
- Create a list of key stakeholders to include clients and constituents that have information on gaps in service providing for the adult and aging population
- Coordinate meetings with stakeholder to capture information on services available to adult and aging population
- Collect data and information on programs available to the adult & Aging population and information to access each program
- Collect regular feedback from group forums, individual interviews and small groups to determine short and long terms needs for the adult and aging population in Montezuma County
- Engage with the Ute Mountain Ute Tribe to understand what they offer their adult and aging population
- Develop a three year strategic plan for Montezuma County to address the needs of the community to adequately serve this population
- Track host site and AmeriCorps data
- Attend Team UP AmeriCorps regional trainings, cohort connection days, and Days of Service as applicable

Physical, Emotional, and Intellectual Demands:

- Willingness to learn, adapt, and grow in a position
- Ability to serve independently, take initiative, and be motivated by the projects they are doing
- Compassion and awareness: self-awareness, awareness of cultural differences, social differences and understanding of implicit bias
- Strong commitment to justice, equity, diversity and inclusion

Desired Qualifications:

- Must enjoy coordinating people and soliciting feedback
- Must enjoy working with the adult and Aging population
- Must enjoy presenting information and collecting information
- Ethic of national and community service and a strong desire to create positive change
- Ability to communicate effectively both verbally and in writing; computer literate
- High School diploma or GED required
- Ability to pass criminal history check
- Reliable transportation & proof of auto insurance, if applicable for position
- U.S. Citizenship or lawful permanent resident status required

Term of Service - Time Commitment: This is a Quarter-Time national and community service position requiring, at a minimum, a total of 300 hours during the year (approximately 25 hours/week or insert other host site schedule) The position begins June 3, 2024 and ends August 31, 2024*. Flexible hours are required, including occasional evening and weekend commitments.

*While the Summer Term ends August 31st, the expectation is that the AmeriCorps member would continue to serve in this role for a 2nd Term September - May/August 2025.

Anticipated Service Schedule (dates subject to change):

- June 3: Team UP AmeriCorps Orientation
- June 4: First day of Service at Host Site
- June 11: Team UP AmeriCorps Training
- July 9: Team UP AmeriCorps Cohort Connection Call
- August 13: Team UP AmeriCorps Cohort Connection
- August 31: Final day of Term of Service

Training and Support Provided: Team UP AmeriCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable, approved trainings. Members will be supervised and supported by MCDSS's Director Kelli Hargraves (khargraves@co.montezuma.co.us), as well as Team UP AmeriCorps Program Staff. The PY 23-24 cohort of Team UP AmeriCorps members serving throughout the region may serve as additional resources and support for each other.

Location and Service Conditions: This position is based at MCDSS @ 109 W. Main Street, Room 170, Cortez, CO. Frequent other off-site engagement and partnership activities are required.

Benefits:

- A living allowance of approx. \$732.86/per pay period (twice per month). Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account.
- An education award of \$1,459.26 upon successful completion of term of service.
- It is possible to temporarily postpone repayment of qualified student loans through forbearance while serving as an AmeriCorps member
- Mileage reimbursement for travel to required AmeriCorps trainings and days of service, if applicable
- Non-tangible benefits including extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need
- Cortez Rec Center pass
- National Parks Pass

Diversity and Equal Opportunity: United Way values the diversity of our community. In principle and in practice the diverse nature of our board, staff, and volunteers is recognized as one of our best assets. We respect each individual's unique gifts and prohibit unfair or discriminatory practices against anyone because of age, race, color, religion, national origin, disability, gender, sexual orientation, and any other protected category.

To Apply:

Step 1. Email a cover letter and resume to Team UP AmeriCorps Program Coordinator Anne Poirot @ annep@unitedway-swco.org. Be sure to indicate which position(s) you are interested in.

Step 2. Create an account on [myAmeriCorps.gov](https://my.americorps.gov) and submit an application to be a Team UP AmeriCorps Member: <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=122366>. **Please complete BOTH steps to apply.**