Homes for All AmeriCorps

Pre-Service Orientation and Training Packet

2020-2021
## Homes for All Orientation and Training Schedule and Checklist

### Mandatory Sessions

<table>
<thead>
<tr>
<th>Session Title/Content</th>
<th>Session Type or Trainer</th>
<th>Date and Time (EST)</th>
<th>Demonstrating Participation</th>
<th># of Training Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to Homes for All and AmeriCorps (101)</strong></td>
<td>Self-Directed (Video + Form)</td>
<td>By August 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>America Learns Form</td>
<td>Total: 1 hour</td>
</tr>
<tr>
<td><strong>Member Service Year and Expectations</strong></td>
<td>Self-Directed (Video + Form)</td>
<td>By August 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>America Learns Form</td>
<td>Total: 1 hour</td>
</tr>
<tr>
<td><strong>Timekeeping</strong></td>
<td>Self-Directed (Video + Form)</td>
<td>By August 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>America Learns Form</td>
<td>Total: 1 hour</td>
</tr>
<tr>
<td><strong>Sharing the Story of Service</strong></td>
<td>Self-Directed (Video + Form)</td>
<td>By August 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>America Learns Form</td>
<td>Total: 0.5 hour</td>
</tr>
<tr>
<td><strong>Prohibited Activities + AmeriCorps 101</strong></td>
<td>Serve Kentucky Staff</td>
<td>August 10&lt;sup&gt;th&lt;/sup&gt; or 11&lt;sup&gt;th&lt;/sup&gt; with 3 time slots on each day (you pick one of these days and times)</td>
<td>Homes for All receives confirmation from Serve Kentucky</td>
<td>Depends (1-2 hours)</td>
</tr>
<tr>
<td><strong>Fair Housing</strong></td>
<td>Lexington Fair Housing Council</td>
<td>August 13&lt;sup&gt;th&lt;/sup&gt; at 1:00 PM EST</td>
<td>Join Webinar</td>
<td>Total: 3 hours*</td>
</tr>
<tr>
<td><strong>Day 1: Welcome, Benefits, Position Descriptions.</strong></td>
<td>Homes for All Staff</td>
<td>August 12&lt;sup&gt;th&lt;/sup&gt; at 9:30 EST</td>
<td>Join Webinar</td>
<td>Total: 3 hours*</td>
</tr>
<tr>
<td><strong>Day 2: Program Goals, Performance Measures, Reporting</strong></td>
<td>Homes for All Staff</td>
<td>August 13&lt;sup&gt;th&lt;/sup&gt; at 9:30 EST</td>
<td>Join Webinar</td>
<td>Total: 2 hours*</td>
</tr>
<tr>
<td><strong>Day 3: Policies, Procedures, Program Year Calendar and Dates, AmeriCorps Pledge!</strong></td>
<td>Homes for All Staff</td>
<td>August 14&lt;sup&gt;th&lt;/sup&gt; at 9:30 EST</td>
<td>Join Webinar</td>
<td>Total: 4 hours*</td>
</tr>
</tbody>
</table>

*hours may vary depending on actual training length | program staff will send final confirmation after the 16th
Guidance to Complete Self-Directed Sessions

Content:
- Introduction to Homes for All and AmeriCorps
- Member Service Year and Expectations
- Timekeeping
- Sharing the Story of Service

How to Complete:

1. Click hyperlink in the table on page 3 for each session to watch YouTube recording.

2. Log onto America Learns and complete the corresponding form/questionnaire to ensure you've participated.

Guidance and Agenda for Live Sessions with Homes for All Staff (required participation of all members)

August 12th | Wednesday

9:30 AM EST – Welcome!
10:00 AM EST – Member Benefits
11:00 AM EST – Position Descriptions and Prohibited Activities

August 13th | Thursday

9:30 AM EST – Performance Measure and Reporting on Service Activities

August 14th | Friday

9:30 AM EST – Policies and Procedures (Member Service Agreement, Standards of Conduct)
10:30 EST – Program Year Calendar
11:00 EST – Member Manual
11:30 EST – AmeriCorps Pledge and Swearing in!

Webinar Log-On Information

Join from PC, Mac, Linux, iOS or Android: https://meetings.ringcentral.com/j/8277863927

For the best audio experience, please use computer audio

Telephone: Dial(for higher quality, dial a number based on your current location):
US: +1(470)8692200 (US East)
+1(646)3573664
+1(773)2319226 (US North)
+1(312)2630281 +1(346)9804201
+1(469)4450100 (US South)
+1(623)4049000 (US West)
+1(650)2424929
+1(720)9027700 (US Central)
+1(213)2505700

Meeting ID: 827 786 3927
Guidance for Other Live Sessions (required participation of all members)

These sessions are required of new and returning members. Please mark your calendars and log onto the session using the webinar and call in link below. Test the link ahead of time to make sure you can access the webinar. These sessions are with trainers from Serve Kentucky and Lexington Fair Housing Council

**August 10th or 11th | Monday or Tuesday**

Multiple time slots (sign up at this [link](#)) – Prohibited Activities

**August 13th | Thursday**

1:00 PM EST – Fair Housing with Lexington Fair Housing Council

**Webinar Log-On Information for Fair Housing**

Join from PC, Mac, Linux, iOS or Android: [https://meetings.ringcentral.com/j/8277863927](https://meetings.ringcentral.com/j/8277863927)

For the best audio experience, please use computer audio

Telephone: Dial(for higher quality, dial a number based on your current location):

US: +1(470)8692200 (US East)
+1(646)3573664
+1(773)2319226 (US North)
+1(312)2630281 +1(346)9804201
+1(469)4450100 (US South)
+1(623)4049000 (US West)
+1(650)2424929
+1(720)9027700 (US Central)
+1(213)2505700

Meeting ID: 827 786 3927
Guidance for Optional Live Sessions (participation encouraged, not required)

These sessions are going to be full of excellent content with experts in the housing field. We encourage your participation, but it is not required. If you do participate, make sure to note that with our staff and log hours on your timesheet under training.

August 12th | Wednesday

1:30 PM EST – Housing First and No Wrong Door
description: information on the evidence-based Housing First model and meeting clients where they are at in the process to prescribe appropriate services

2:30 PM EST – VI-SPDAT (Homeless Services)
description: learn how to conduct an evidence-based assessment tool for people experiencing homelessness

3:30 PM EST – Housing Searches (Homeless Services)
description: how to search and find affordable housing options for clients

August 13th | Thursday

11:00 AM EST – Landlord Outreach and Tenant Management
description: recruiting and working with landlords and navigating client (tenant) management

August 14th | Friday

1:30 PM EST – Housing Focused Case Management and Services
description: learn evidence based tools for case management

2:30 PM EST – Motivational Interviewing
description: approaches to engaging with people to better help them stay housed and focus on areas of attention that are more likely to support housing stability

September 2nd | Wednesday

1:30 PM EST – Housing and Homelessness Issues in Kentucky
description: facts, myths, and policy surrounding housing issues in Kentucky | special focus on COVID-19’s effect on the housing world (renters, evictions, mortgages, etc.)

Webinar Log-On Information

Join from PC, Mac, Linux, iOS or Android: https://meetings.ringcentral.com/j/8277863927

For the best audio experience, please use computer audio

Telephone: Dial(for higher quality, dial a number based on your current location):

US: +1(470)8692200 (US East)
+1(646)3573664
+1(773)2319226 (US North)
Optional and Supplemental Training with NonProfitReady.org

We support the development and training of our members throughout their term of service. If you are interested in learning more about any of the following subjects, these training sessions are preapproved. Should you wish to complete them and count hours for the training, you will set up an account, register or sign up for the courses, and send us a certificate of completion or screenshot demonstrating completion (depends of course). Once our staff certifies your participation, you will log hours under Homes for All training.

Introduction to Unconscious Bias | 30 minutes
Addressing Unconscious Bias | 30 minutes
Mastering Emotional Intelligence | 30 minutes
Making Time for Meaningful Work (productivity) | 30 minutes
Supporting Inclusive Cultures | 1.25 hours
Respecting Ethnic and Racial Differences | 15 minutes
Building Resiliency: Avoiding Burnout | 1.5 hours
Impact of Emotions in the Workplace | 30 minutes
Building Blocks of Trust | 30 minutes
Becoming a Great Leader | 90 minutes
Increasing Productivity | 30 minutes

**total supplemental training hours possible for orientation period: 8 hours under Homes for All training**