

# Habitat For Humanity Family Selection Team

## **What is HFHI:**

Habitat for Humanity International is a nonprofit, ecumenical Christian housing ministry. HFHI seeks to eliminate poverty housing and homelessness from the world and to make decent shelter a matter of conscience and action.

Habitat invites people of all backgrounds, races, and religions to build houses together in partnership with families in need.

## **HFHI Mission:**

*Habitat for Humanity works in partnership with God and people everywhere, from all walks of life, to develop communities with people in need by building and renovating houses, so that there are decent houses in decent communities in which every person can experience God's love and can live and grow into all that God intends.*

## **Objective of Family Selection Team (FST):**

To assist in the process of selecting qualified families to become partners with Habitat for Humanity as homeowners

## **Structure of the Team:**

- The Team will consist of 12 volunteer members plus Family Services staff
- The Team will be led by a volunteer chair or co-chairs whose responsibilities include presiding at application meetings, organizing meeting agendas, running Team meetings, and presenting recommended families to the Board of Directors.

## **Key Responsibilities:**

- Understand the mission and values of Habitat for Humanity as well as policies and guidelines for the Family Selection Team (FST)
- Attend regular monthly meeting of the FST (1<sup>st</sup> Thursday of the month, 7 pm – 9 pm in the Habitat office)
- Participate in two rounds per year of homeowner application meetings to meet, inform, and qualify potential Habitat homeowners
- Schedule family interviews with applicants and FST partner
- Conduct family home interviews as required with another team member. The number of interviews may differ from session to session depending on the number of qualified applicants and the anticipated build schedule.
- Present Habitat's mission, vision, goals and requirements to prospective homeowners

- Maintain accurate family information that can be reported to team
- Write up an interview summary and recommendation for full team review
- Participate in team deliberations over family selections carefully weighing policy and guidelines with sensitivity to the human issues

**Requirements:**

- Excellent verbal and written communications skills, attention to detail, and timely responses
- Exhibit active listening skills when interacting with prospective homeowners and team members
- Stability, sensitivity, discretion, and a sense of humor are always helpful
- Access to email for communications to and from the team is extremely helpful but is not required
- Take your commitment seriously
- Willingness to conduct family interviews in a variety of locations and conditions
- Respect for the privacy of the families you meet and maintenance of confidentiality of all family information

**Required time commitment:**

- One evening a month to attend the team meeting
- Fall and spring application meetings – 3 meetings lasting approximately 3 hours each
- Approximately 4-6 family in-home interviews lasting approximately 45 minutes – 1 hour plus time required to document the findings of the interview

**Support provided:**

- A new family selection team member will be provided a copy of the FST manual plus policy and guidelines for the HfH Tacoma-Pierce County affiliate's FST policies and guidelines.
- No family selection team member is expected to conduct a family interview alone. Interviews are always conducted with a fellow family selection team member.

**Benefits of being a HfH FST member:**

- The joy of serving
- The satisfaction of helping a family achieve homeownership
- Working with a dedicated team of volunteers
- Satisfaction of connecting and working within your community to affect change family by family

**For more information, please contact the Habitat For Humanity office 253-627-5626.**