AmeriCorps Member Service Description for 2014 – 15 Program Year

Please complete one form per each member position your agency is requesting to host.

Member Name: (Leave blank – to be filled by ACCESS staff only)

SECTION I

| Agency Name: | North Carolina African Services Coalition |
| County Agency Located in: | Guilford |

Agency Description: A resettlement agency for newly arrived refugees which encompasses but is not limited to: Case Management, Outreach Services, Employment and Job Placement, English Language Training, Vocational Skills Training, Automobile Training, Skills Recertification, Citizenship, Translation & Interpretation, Employment Authorization Assistance

Position Title: Pre-Employment Educator

Service Term: 09/12/2014 – 08/31/2015

The AmeriCorps ACCESS Project’s mission is to help immigrants and refugees become self-sufficient. State the Main Purpose of the position to be filled by the AmeriCorps member:

The Pre-Employment Educator will assist refugees in developing a family self-sufficiency plan, along with orientation into the world of work including employment, workshops, counseling, job search, applications and interviewing skills.

Physical Service Location: 122 N. Elm Street, Suite 810

Greensboro NC 27401

Street Address

City

Zip Code

Agency Mailing Address: 122 N. Elm Street, Suite 810

Greensboro NC 27401

Street Address

City

Zip Code

Agency Phone Assigned to Member: 336-574-2677

336-574-2672

Phone

Extension

Fax

AmeriCorps Member’s Supervisor: Megan Fair

Operations Manager

Name

megan@ascafrica.org

E-mail address

336-574-2677 ext. 22

Phone (& extension)

AmeriCorps Member’s Supervisor’s Supervisor: Million MeKonnen

Executive Director

Name

million@ascafrica.org

E-mail address

336-574-2677 ext. 24

Phone (& extension)

SECTION II

Please CHECK the type of position to be filled by the AmeriCorps member:

☑ FT (1700 hours)

□ PT (900 hours)

□ QT-EAO (450 hours)

Will the member serving in this position be required to provide transportation? ☐ Yes ☐ No

Will the member be required to use their own vehicle? ☐ Yes ☐ No

Will the member receive travel reimbursement (if using own vehicle)? ☐ Yes ☐ No

Will the member serving in this position have recurring access to vulnerable populations? ☐ Yes ☐ No

Vulnerable populations = children age 17 or younger, individuals age 60 or older, or individuals with disabilities. Recurring access = the ability on more than one occasion to approach, observe, or communicate with, an individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication.

Member’s weekly schedule: (i.e. Monday 9:30am – 2pm, Wednesday 1pm – 5pm, and Friday 9am – 5pm).

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<th>Monday</th>
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ACCESS Minimum Qualifications for this member position:
1. Must be at least 17 years old
2. Must have a high school diploma or GED
3. Must have English proficiency (spoken/written)
4. Must have Computer Skills

Please list AGENCY Minimum Qualifications for this member position:
1. Bilingual in one or more of the following languages preferred: Arabic, Burmese, Nepali, Tigrinya
2. Must have own car and car insurance coverage throughout AmeriCorps service term
3. Valid NC driver license throughout the AmeriCorps service term
4. Good driving records: no DWI arrests, no points on license, no reckless driving records within the past 2 years

Please list the Equipment that the member is expected to use (copier, fax, etc.):
- Computer
- Telephone
- Fax
- Personal Vehicle

Please use the space provided below to include any additional details about this position:

SECTION III

Essential functions are the fundamental job duties:
- meaning the position exists to perform the function;
- there is a limited number of employees among whom the performance of the function can be distributed;
- and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.

The Americans With Disabilities Act of 1990 (ADA) and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified, an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary.

Please list the Essential Functions (primary job responsibilities) of the position. The Essential Functions are the duties that are fundamental and critical to the position and can only be carried out by the member.
- Conduct one-on-one client assessments regarding work history and employable skills
- Prepare clients for interviews through job readiness workshops
- Help clients find jobs through online job searches and attending job fairs
- Transport clients to employment related activities
- Maintain all required documentation for clients (resume, Social Security Card, ID, etc.)
- Cultivate on-going relationships with organizations and local agencies specific to employment for clients
- Provide case management as it relates to helping clients obtain employment and self-sufficiency
- Interpret for clients if acquired language(s) spoken by clients

Please respond below about the essential functions for this position as they relate to General Physical Requirements, Physical Activities, Visual Acuity, and Working Conditions.

GENERAL PHYSICAL REQUIREMENTS: Please check ONE description of general physical requirements for this position.
- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

PHYSICAL ACTIVITIES: Please check ALL physical activities that apply to the essential functions of the position.
- Climbing
- Stooping
- Kneeling
- Crouching
- Reaching
- Standing
- Walking
- Pushing
- Pulling
- Lifting
- Fingering (typing)
- Hearing
- Talking
- Repetitive Motions
- Other: ________________

VISUAL ACUITY: Please check required visual activities.
Computer work  ☑ Driving  ☐ Other: _________________________________________________________

WORKING CONDITIONS: Please respond about the conditions the worker is subject to in performing the essential functions of the position.

☑ The worker is NOT substantially exposed to adverse environmental conditions (such as a typical office environment).
☐ Other: ____________________________________________________________________________________

Please list the Marginal Functions (secondary job responsibilities) of the position. The Marginal Functions are those activities that are seldom or intermittently performed by the member and can be carried out by others.

- Conduct community outreach at local community events

SECTION IV

Fundraising Activities – ONLY 10% of member hours can be used towards fundraising activities for the partner agencies. Fundraising activities include:

1) Soliciting donation of goods (clothes, food, school supplies, etc. to be utilized by clients)
2) Soliciting monetary donations (100% of proceeds must go to client related programming)
3) Searching and writing non-federal grants to support program's service activities. (100% of funds must benefit client related programming.)
4) Planning and organizing fundraising events (car wash, benefit concerts, books, etc.) (100% of ALL proceeds received from events must go to client related programming).

SECTION V

Expectations to be met by the AmeriCorps member including Physical, Emotional, Intellectual Demands:

- Be punctual
- Complete & submit monthly AmeriCorps time sheets, activity logs, quarterly reports, and other documentation within established deadlines for the ACCESS Office, as well as documents/reports required by Service Site
- Maintain ongoing communication with on-site supervisor and ACCESS staff
- Wear AmeriCorps gear, symbol or name tag to identify self as an AmeriCorps member always when in service
- Attend and participate in AmeriCorps trainings, events, and service projects
- Complete the minimum number of service hours and trainings required by the position
- Adhere to all agency policies as they relate dress code, attendance and transportation reimbursement
- Attend and participate in staff meetings and trainings
SECTIO N VI

Benefits Available: Please check applicable position.

- Full-time with stipend (1700 hours)
  1. Childcare service (must apply & be eligible)
  2. Health insurance free of charge (if eligible)
  3. Interpreter Training (for bilingual members)
  4. Forbearance (Payment Waiver) for outstanding student loans
  5. Interest Accrual Payment by the Corporation for National and Community Service
  6. $5,645 Education Award (equivalent to the Pell Grant)
  7. $12,100 Stipend (paid in 11 monthly installments)
  8. Mileage reimbursement at state rate per each training attended

- Part-time with stipend (900 hours)
  1. Interpreter Training (for bilingual members)
  2. Forbearance (Payment Waiver) for outstanding student loans
  3. Interest Accrual Payment by the Corporation for National and Community Service
  4. $2,822 Education Award (equivalent to the Pell Grant)
  5. $6,050 Stipend (paid in 11 monthly installments)
  6. Mileage reimbursement at state rate per each training attended

- Quarter-time Education Award Only (450 hours)
  1. Interpreter Training (for bilingual members)
  2. Forbearance (Payment Waiver) for outstanding student loans
  3. Interest Accrual Payment by the Corporation for National and Community Service
  4. $1,493 Education Award (equivalent to the Pell Grant)
  5. Mileage reimbursement at state rate per each training attended

Certification: The activities outlined in the Position Description are within the scope of the approved grant and the operating site/sub-grantee that oversees the selected member(s) has member agreements that contain the required elements and are signed for all members serving at their site.

_______________________________  ________________________________  ________________
Khouan Rodriguez                      AmeriCorps Program Director Signature                      Date