SECTION I
Agency Name: CNNC – Ashton Woods Community Center
County Agency Located in: Guilford
Agency Description: The Ashton Woods Community Center is one of the CNNC projects. The Community Center works to lead immigrant and refugee families to self-sufficiency. The Community Center provides ESOL classes, employment readiness sessions, American cultural education, social and cultural orientation, and after school tutoring at a variety of times at each center throughout the year.

Position Title: Employment Specialist
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 main purpose of this position is to do client intake, provide clients with employment services and job placement and build relationships with potential employers.

Physical Service Location: 3954 Hahn’s Lane Apt E&F
Greensboro NC 27405

Agency Mailing Address: 915 W. Lee St.
Greensboro NC 27403

Agency Phone Assigned to Member: 336-763-2682

AmeriCorps Member’s Supervisor: Maha Elobeid
Name Maha.cnnc@uncg.edu
Title CNNC Director
Phone 336-256-0354

AmeriCorps Member’s Supervisor’s Supervisor: Terri Shelton
Name tlshelto@uncg.edu
Title Vice Chancellor for Research and Economic Development
Phone 336-256-0232

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

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.

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

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

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>12:00-4:00pm</td>
<td>12:00-4:00pm</td>
<td>12:00-4:00pm</td>
<td>12:00-4:00pm</td>
<td>12:00-4:00pm</td>
<td>Occasionally</td>
</tr>
</tbody>
</table>
**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. Valid Driver License  
2. Good driving record – no reckless driving, no points on license or DWI arrests within the last 7 years  
3. Personal vehicle and personal care insurance (valid throughout service year)  
4. Have some personal experience and/or knowledge of searching for employment and successfully keeping a job

Please list the **Equipment** that the member is expected to use (copier, fax, etc.):

- Computer  
- Telephone  
- Fax  
- Copy machine and scanner  
- 15-passenger van

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

Travel reimbursement may become available as funding becomes available.

---

**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.

- Provide basic employment case management for employable clients. For each individual, this will involve orientation to employment services, a thorough assessment of the client’s job skills, education, and work history; developing an employment plan with achievable goals for the client; and referring the client to appropriate employment services.  
- Teach employment readiness (resume building, workplace vocabulary, interview skills, computer skills, financial literacy skills, etc.)  
- Conduct client intake into Center employment, health & human service programs and make referrals and/or conduct follow up as needed  
- Build relationships with potential employers for client job placement  
- Attend Community Centers’ Meetings and work in a team with fellow Community Center Members, interns, and staff  
- Record all interaction with clients in each client’s case notes and update the client case file with relevant employment and health services information.

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  
- [X] 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: ________________________Reading and writing ________________________

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: The member will be placed in a community center housed in an apartment complex and not an office. However, the member will not be exposed to adverse environmental conditions ________________________

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.

- Disseminate information regarding center programs to clients and key stakeholders
- Substitute teach for vocational ESOL classes
- Provide case management regarding health and human services as it relates to being job readiness
- Provide occasional transportation to clients as needed
- Plan and organize an annual employment and community resources fair at the center

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
- Maintain ongoing, clear and honest communication with other members, staff and interns serving at your site
- Treat all clients with respect and serve in a culturally competent manner
- Complete UNCG course on driving High Occupancy Vehicle
- Review NC Driver’s Manual – if member has out of state driver’s license
SECTION 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  AmeriCorps Program Director Signature  Date