AmeriCorps Member Service Description for 2014 – 15 Program Year

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

<table>
<thead>
<tr>
<th>Section I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency Name:</strong> Immigrant Health ACCESS Project</td>
</tr>
<tr>
<td><strong>Agency Description:</strong> The Immigrant Health ACCESS Project (IHAP) aims to eliminate language and cultural barriers to health services by coordinating the outreach efforts of experienced cross cultural Lay Health Advisors and the Guilford Community Care Network; increasing collaboration with “safety net providers” and providing access to primary care through interpretation and case management.</td>
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<tr>
<td><strong>Position Title:</strong> Community Health Worker</td>
</tr>
<tr>
<td>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:</td>
</tr>
<tr>
<td>The Community Health Worker (CHW) will help clients navigate and access the Guilford County health system and other human services. The CHW will provide direct services to clients by: interpreting for clients at health and human service appointments and coordinating a weekly health and wellness group.</td>
</tr>
<tr>
<td><strong>Physical Service Location:</strong> 915 W. Lee Street, Suite A Greensboro NC 27403</td>
</tr>
<tr>
<td><strong>Agency Mailing Address:</strong> 915 W. Lee Street, Suite A Greensboro NC 27403</td>
</tr>
<tr>
<td><strong>Agency Phone Assigned to Member:</strong> 336-256-1376</td>
</tr>
<tr>
<td><strong>AmeriCorps Member’s Supervisor:</strong> H’Tuyet Joyce Lay Health Advisor / Interpreter</td>
</tr>
<tr>
<td><strong>Name:</strong> <a href="mailto:htuyet.cnnc@uncg.edu">htuyet.cnnc@uncg.edu</a></td>
</tr>
<tr>
<td><strong>E-mail address:</strong></td>
</tr>
<tr>
<td><strong>AmeriCorps Member’s Supervisor’s Supervisor:</strong> Maha Elobeid</td>
</tr>
<tr>
<td><strong>Name:</strong> <a href="mailto:maha.cnnc@uncg.edu">maha.cnnc@uncg.edu</a></td>
</tr>
<tr>
<td><strong>E-mail address:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please CHECK the type of position to be filled by the AmeriCorps member:</td>
</tr>
<tr>
<td>☑ PT (900 hours)</td>
</tr>
<tr>
<td>Will the member serving in this position be required to provide transportation?</td>
</tr>
<tr>
<td>Will the member be required to use their own vehicle?</td>
</tr>
<tr>
<td>Will the member receive travel reimbursement (if using own vehicle)?</td>
</tr>
<tr>
<td>Will the member serving in this position have recurring access to vulnerable populations?</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<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>3pm – 7pm</td>
<td>3pm – 7pm</td>
<td>9am – 5pm</td>
<td>3pm – 7pm</td>
<td>Occasionally</td>
<td></td>
</tr>
</tbody>
</table>
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. Must be bilingual in one or more of the following languages: Vietnamese, Jarai, Rhade, Karen, Burmese, Bhutanese, Nepali
2. Must be self-motivated and committed
3. Must have their own transportation, with valid driver license and car insurance (valid throughout the service year)
4. Good driving record – no reckless driving, no points on license or DWI arrests within the last 7 years

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

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.

- Interpreting, including sight translation, for clients at health and human service appointments
- Assisting clients with filling out health and human service forms (including: financial assistance applications, Food Stamp applications, Medicaid applications, Affordable Care Act applications, etc.)
- Coordinating and facilitating health and wellness groups (including: inviting guest speakers & community members, creating flyers, securing locations for group meetings, etc.)
- Conducting community outreach
- Transporting clients to health and human service appointments
- Documenting services provided to 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: _______________________________________________________

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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: CHW will be in various community locations, including, but not limited to: hospitals, clinics, churches, patient homes, law offices, DSS and other health & human service offices.

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.
- Attending professional trainings on: specialized health topics and communication with clients

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
- Be self-motivated
- Be a self-starter
- Be committed
- Communication with supervisor about upcoming events
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 Signature      Date

AmeriCorps Program Director