### Section I

**Agency Name:** World Relief  
**County Agency Located in:** Durham  
**Agency Description:** World Relief works to empower the local church and community to stand for the displaced and serve the most vulnerable. In the Triangle, World Relief focuses on creating community partnerships to protect, empower, and serve international newcomers (refugees and immigrants).  

**Position Title:** Employment Associate  
**Service Term:** 09/12/2014 – 08/31/2015  
**Main Purpose of the position to be filled by the AmeriCorps member:**  

The Employment/Case Management Associate will provide support to clients in two capacities: (1) schedule health and human services appointments and interpret for clients and (2) provide employment related case management, including development of plans to overcome barriers to employment.

<table>
<thead>
<tr>
<th>Physical Service Location:</th>
<th>801 Gilbert St. Ste. 209</th>
<th>Durham</th>
<th>NC</th>
<th>27701</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street Address</strong></td>
<td></td>
<td>City</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Mailing Address:</strong></td>
<td>Same</td>
<td>Same</td>
<td>NC</td>
<td>Same</td>
</tr>
<tr>
<td><strong>Street Address</strong></td>
<td></td>
<td>City</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Agency Phone Assigned to Member:** 919.687.4086  
**AmeriCorps Member's Supervisor:** Gabrielle Keath  
**Resettlement Director**  
**E-mail address** gkeath@wr.org  
**Phone & extension** 919.808.4030  

**AmeriCorps Member’s Supervisor’s Supervisor:** Andrew Castle  
**Executive Director**  
**E-mail address** acastle@wr.org  
**Phone & extension** 919.286.3496

### 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).

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday &amp; Sunday</th>
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<tbody>
<tr>
<td>9-5</td>
<td>9-5</td>
<td>9-5</td>
<td>9-5</td>
<td>9-5</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. English proficiency (spoken/written)
2. Computer Skills
3. Pass our criminal background and motor vehicle driving record check
4. Own a car, possess a valid NC driver’s license and have valid insurance coverage throughout program year
5. Good driving record: no DWI arrests, no points on license, no reckless driving
6. Multi-cultural/international experience is preferred
7. Proficiency in a foreign language relevant to clients, such as Arabic, French, Kiswahili, Karen or Burmese.

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

- Computer
- Telephone
- Fax

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

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**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 job readiness classes to all employable clients. Classes will cover topics such as American work culture and work ethic, and will include exercises such as mock interviews and filling out mock job applications.
- Help clients apply for jobs by guiding the client in building a resume, obtaining necessary documentation, writing cover letters, filling out job applications, practicing mock interviews, taking clients to interviews and giving computer training when applicable. Everything should be either coaching the client or carried out with the client, not for them, so they can learn these skills.
- Assist clients when they begin their first day of work by providing transportation and/or arranging transportation for clients, as well as teaching them how to use transportation independently.
- Arrange for employment health services appointments and client transportation to those appointments. Appointments may include application for Social Security card, ESL registration, medical screenings and the like.
- Help clients fill out paper work and provide necessary information during appointments. Paperwork includes Social Security card, NC ID, patient history forms, and the like.
- Provide interpreting services to clients when accessing health and human services.
- 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  ☐ 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: Completing paperwork such as employability plans, job applications, resumes, client case files.

**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.

- Develop relationships with World Relief’s current network of employers and work to expand that network.
- Connect eligible clients to vocational training or skills recertification programs.
- Schedule interpreters for all employment services when necessary.
- Home visits to convey appointment or class information when client does not have a phone.
- Welcome new arrivals/interpret for new arrivals at the airport.
- Collaborate with volunteers as necessary to provide guidance on their involvement with the case.

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**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).

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**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
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