### SECTION I

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Church World Service - Durham</th>
<th>County Agency Located in:</th>
<th>Durham</th>
</tr>
</thead>
</table>

**Agency Description:** The CWS Immigration and Refugee Program is committed to advancing the Triangle as a safe and welcoming home for arriving refugees by providing case management, job development and immigration services, as well as working to connect clients with community resources that meet their immediate needs, promote long-term self-sufficiency, and take back control of their lives.

**Position Title:** QT Immigration Legal Services Program Assistant  
**Service Term:** 09/12/2015 – 08/31/2016

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:**

Work alongside CWS Board of Immigration Appeals (BIA) Accredited staff to interview refugees, asylees, and other low-income immigrants and help them apply for immigration benefits with U.S. Citizenship and Immigration Services (including green cards, family reunification, and naturalization).

**Physical Service Location:** 112 S. Duke St., Suite 4B, Durham, NC 27701  
**Agency Mailing Address:** 112 S. Duke St., Suite 4B, Durham, NC 27701

**Agency Phone Assigned to Member:** 919-680-4310  
**AmeriCorps Member's Supervisor:** Mandy Maring  
**Name** | **Title** | **E-mail address** | **Phone (& extension)**
---|---|---|---
Mandy Maring | Employment Services Coordinator | mmaring@cwsglobal.org | 919-638-3725

**AmeriCorps Member’s Supervisor’s Supervisor:** Ellen Andrews  
**Name** | **Title** | **E-mail address** | **Phone (& extension)**
---|---|---|---
Ellen Andrews | Director | eandrews@cwsglobal.org | 919-680-4310

### 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></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></td>
<td>9 am – 12 pm</td>
<td>1 pm – 5 pm</td>
<td>9 am – 12 pm</td>
<td></td>
<td>Occasionally</td>
<td></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. Superior written and verbal communication skills
2. Excellent organizational skills and attention to detail
3. Flexible schedule and multitasking/time management skills
4. Must own a vehicle, have a valid NC Driver’s License, and maintain car insurance coverage throughout AmeriCorps service term
5. Must be able to pass CWS Motor Vehicle Record evaluation: no Driving Under the Influence of Drugs or Alcohol and/or reckless driving violations in the past 5 years; all violations will undergo review process

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

- Computer
- Telephone
- Fax
- Copy machine
- Scanner

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.

- Assist refugees, asylees, and other low-income immigrants to apply for immigration benefits with U.S. Citizenship and Immigration Services (including green cards, family reunification, and naturalization) with guidance from CWS Board of Immigration Appeals (BIA) Accredited staff.
- Assist in scheduling appointments with clients and interviewing clients to obtain information, form completion, data verification, and final packaging to United States Citizenship and Immigration Services (USCIS).
- Assist clients to prepare for their applications and interviews with USCIS, including conducting outreach to new clients, administering practice interview appointments, enrolling students in citizenship education classes or placement with volunteer tutors, providing individualized citizenship education and/or tutoring services, and assisting clients with initial documentation/information gathering.
- Call clients to follow-up about case status and notices from USCIS.
- Document all contacts and 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  
- [ ] Stooing  
- [ ] Kneeling  
- [ ] Crouching  
- [ ] Reaching  
- [ ] Standing  
- [ ] Walking  
- [ ] Pushing  
- [ ] Pulling  
- [ ] Lifting  
- [ ] Fingering (typing)  
- [ ] Hearing  
- [ ] Talking  
- [ ] Repetitive Motions  
- [ ] Other: This position will require some work with other staff and volunteers on setting up new housing for refugees, including lifting and moving furniture.

**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.

- Welcome refugees to the community by providing services such as apartment set-up, airport reception, and adult ESL enrollment.
- Offer transportation to health and human services appointments, employment appointments, the social security office, open bank accounts or obtain state IDs as necessary to become self-sufficient.

**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
- Capable of problem solving, taking initiative, leading others, and demonstrating flexibility
- Communicate in advance with the office regarding sick days, vacation days, and other unexpected absences
- Demonstrate cultural sensitivity in working with clients from a wide range of backgrounds
- Be willing to work a flexible schedule including occasional evening, weekend and early morning work.
- Ability to work within and support a team environment, contributing to and supporting goals and outcomes of the team.

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