**AmeriCorps Member Service Description for 2015 – 16 Program Year**

Please complete one form per each member position your agency is requesting to host. Please ensure that ALL sections of the Member Service Description are COMPLETELY filled out.

**SECTION I**

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>FaithAction International House</th>
<th>County Agency Located in:</th>
<th>Guilford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Description:</td>
<td>We serve thousands of new immigrants each year, while educating and connecting our diverse community across lines of culture and faith- turning strangers into neighbors!</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Position Title:** Full Time Immigrant Assistance Center  
**Service Term:** 09/11/2015 – 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:

The primary position of the full time AmeriCorps member is to provide employment services for clients including resume writing, job assistance, mock interviews, etc… to help clients attain jobs. Additionally, the position requires the AmeriCorps member to recruit, train, and manage volunteers to serve clients and also help with programs offered by the agency.

**Physical Service Location:** 705 N. Greene St, Greensboro, NC 27401

<table>
<thead>
<tr>
<th>Agency Mailing Address:</th>
<th>705 N. Greene St, Greensboro, NC 27401</th>
</tr>
</thead>
</table>

**Agency Phone Assigned to Member:** 336-379-0037  
1  
336-3790130

**AmeriCorps Member’s Supervisor:** Sarah Rawleigh  
**Title:** Immigrant Assistance Center Program Manager

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:sarah@faihouse.org">sarah@faihouse.org</a></td>
<td>336-379-0037 ext 5</td>
</tr>
</tbody>
</table>

**AmeriCorps Member’s Supervisor’s Supervisor:** David Fraccaro  
**Title:** Executive Director

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:dfraccaro@faihouse.org">dfraccaro@faihouse.org</a></td>
<td>336-379-0037 ext 2</td>
</tr>
</tbody>
</table>

**SECTION II**

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

- [x] FT (1700 hours)  
- [ ] PT (900 hours)  
- [ ] QT-EAO (450 hours)

Will the member serving in this position be required to provide transportation?  
- [x] Yes  
- [ ] No

Will the member be required to use their own vehicle?  
- [x] Yes  
- [ ] No

Will the member receive travel reimbursement (if using own vehicle)?  
- [x] Yes  
- [ ] No

Will the member serving in this position have recurring access to vulnerable populations?  
- [x] 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.

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### 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>9-5</td>
<td>10-6</td>
<td>9-5</td>
<td>10-6</td>
<td>9-5</td>
<td>Occasionally</td>
</tr>
</tbody>
</table>

### ACCESS Minimum Qualifications for Program Participation:
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 familiar with and empathetic to the barriers many immigrants face to receive services and opportunities.
2. Must be committed, professional, and work well with others.
3. College degree preferred, but not required.
4. Fluent Spanish speaking skills preferred, but not required.
5. Have personal vehicle and car insurance coverage throughout AmeriCorps service term
6. Must have a good driving record: no DWI arrests and no reckless driving within the last 7 years

### 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 job readiness training (resume creation and mock interviews) and job searches to Spanish speaking immigrant clients for job attainment.
- Recruit, train, and manage bilingual volunteers to assist immigrant clients with basic needs and English/computer classes.
- Provide disaster preparedness education/workshop and resources 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: ________________________

Please use the space provided below to include any additional details about this position:
**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.
- [ ] Attend staff meetings as needed.
- [ ] Share community resources and Stranger to Neighbor opportunities with clients as needed.
- [ ] Provide transportation services to clients to employment related activities.

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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
- [ ] Emotionally stable and good communication skills with personal issues arise.
- [ ] Complete confidentiality with client cases.

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**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. $5,730 Education Award (equivalent to the Pell Grant)
  7. $12,530 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. $2,865 Education Award (equivalent to the Pell Grant)
5. $6,265 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. $1,515.55 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.

<table>
<thead>
<tr>
<th>Khouan Rodriguez</th>
<th>AmeriCorps Program Director</th>
<th>AmeriCorps Program Director Signature</th>
<th>Date</th>
</tr>
</thead>
</table>