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.

Member Name: (Leave blank – to be filled by ACCESS staff only)

SECTION I

<table>
<thead>
<tr>
<th>Agency Name: Lutheran Services Carolinas-Refugee Resettlement Services</th>
<th>County Agency Located in: Wake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Description: Established in 1976 as the NC Division of the Lutheran Children’s Home, LSC Child and Family Services now serves the people of North and South Carolina through foster care and adoption services, residential services for adults and children with special needs, counseling and psychiatric services, transitional housing, veteran services, and refugee resettlement.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Position Title: Community Outreach Developer</th>
<th>Service Term: 09/11/2015 – 08/31/2016</th>
</tr>
</thead>
<tbody>
<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>
<td></td>
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<tr>
<td>The Community Outreach Developer would spend 80% of their time assisting clients in employment-related matters. S/he provides a range of employment/job development and employability case management services. S/he objective is to provide services that will lead clients to gainful employment, self sufficiency and independency. Additionally, the Community Outreach Developer would recruit new employers and maintain existing employer relationships. 20% of the Community Outreach Developer would recruit, train, and maintain relationships with partnering organizations and communities of faith in order to secure community, volunteer, and donation support for newly arrived refugees resettling in the Triangle area of North Carolina. Both services are an essential component to our services as volunteers/cosponsors/employer relationships become long term partners that assist our clients to become self-sufficient through employability and help them adjust to their new lives in the United States.</td>
<td></td>
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| Physical Service Location: 616 Hutton St Raleigh NC 27606 |
| Agency Mailing Address: 616 Hutton St Raleigh NC 27606 |
| Agency Phone Assigned to Member: 919-832-2860 919-832-9876 |
| AmeriCorps Member’s Supervisor: Courtney McCurdy Area Manager |
| Name cmccurdy@lscarolinas.net 919-861-2812 |
| E-mail address Phone (& extension) |
| AmeriCorps Member’s Supervisor’s Supervisor: Bedrija Jazic Director Refugee Resettlement |
| Name bjazic@lscarolinas.net 803-750-9917 |
| E-mail address Phone (& extension) |

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.

<table>
<thead>
<tr>
<th>Member’s weekly schedule: (i.e. Monday 9:30am – 2pm, Wednesday 1pm – 5pm, and Friday 9am – 5pm).</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>9-5</td>
<td>9-5</td>
<td>9-5</td>
<td>9-5</td>
<td>9-5</td>
<td>Occasionally</td>
<td></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. English Proficiency (spoken/written)
2. Must be at least 21 years old
3. Computer Skills
4. Experience working with individuals of other cultures (overseas travel/work experience strongly desired)
5. Strong networking, recruitment, and public speaking skills
6. Experience coordinating and facilitating group trainings
7. Bilingual preferred (Arabic, Somali, Burmese languages, Afghan Languages, French, Democratic Republic of Congo Languages)
8. Have car insurance throughout the AmeriCorps service term
9. Good driving record: no reckless driving, no DWI arrests, within the last 3 years
10. Valid NC driver’s license

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:
Able to be flexible in working hours to accommodate occasional evening and weekend meetings and trainings with co-sponsor volunteers and donation acquisition as well as job interview and job orientation.

**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 professional, confidential, culturally- and socio-economically-sensitive employment services to clients. These services can include skills assessment, resume building, job development, interview coaching, networking with area employers and employment orientation
- Provide case management services that assist clients in obtaining gainful employment. These services can
include transportation and bus orientation to interviews, liaison with interpreters, cultural orientation, and addressing other employment barriers such as health care, child care, ESL and other

- Continuous recruitment of key communities, local organizations, employers and sponsor for newly arrived refugee families
- Use of a variety of tactics including cold calling, presentations, and direct mailing to recruit support for newly arrived refugees and seek new employment for newly arrived refugees.
- Provide training and on-going support for all co-sponsor/volunteers
- Maintain long-term positive relationships with co-sponsoring organizations, faith communities and employers to ensure continued future support
- Be a positive representation of LSC to the Triangle community by telling donors about refugee needs and expressing gratitude for their contribution
- Diligent documentation of direct services provided
- Assist clients with employability case management

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
- [x] Stooping
- [x] Kneeling
- [x] Crouching
- [x] Reaching
- [x] Standing
- [x] Walking
- [x] Pushing
- [x] Pulling
- [x] Lifting
- [x] Fingering (typing)
- [x] Hearing
- [x] Talking
- [ ] Repetitive Motions
- [ ] Other: ________________________

### VISUAL ACUITY

Please check required visual activities.

- [x] Computer work
- [x] Driving
- [ ] Other: __________________________________________________________________________

### WORKING CONDITIONS

Please respond about the conditions the worker is subject to in performing the essential functions of the position.

- [x] 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.

- Ability to drive 15 passenger van
- Assisting clients with case management
- Interpretation and translation, if acquired language(s) spoken by clients
- Ability to safely lift 50 pounds (furniture, apartment set-up supplies for refugees)
- Assistance with furniture acquisition and delivery to refugee apartments

### 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

### 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.

__________ Khouan Rodriguez __________

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