



AmeriCorps Member Service Description for 2017 – 18 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:	
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(Leave blank – to be filled by ACCESS staff only)

SECTION I

Agency Name:	Glen Haven Community Center	County Agency Located in:	Guilford
Position Title:	Adult Program Specialist	Service Term:	09/15/2017 – 08/31/2018
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:			
Support adult programming at the center through needs assessment, providing employment services, and client-intake.			
Physical Service Location:	424 Greenbriar Rd	Greensboro	NC 27403
	<i>Street Address</i>	<i>City</i>	<i>Zip Code</i>
Agency Mailing Address:	915 W. Gate City Blvd – Suite A	Greensboro	NC 27403
	<i>Street Address</i>	<i>City</i>	<i>Zip Code</i>
Agency Phone Assigned to Member:	336-314-6177		
	<i>Phone</i>	<i>Extension</i>	<i>Fax</i>
AmeriCorps Member's Supervisor:	Elizabeth Biddle	Community Centers Program Coordinator	
	<i>Name</i>	<i>Title</i>	
	Lizzie.cnncc@uncg.edu	336-334-5466	
	<i>E-mail address</i>	<i>Phone (& extension)</i>	

SECTION II

Please CHECK the type of position to be filled by the AmeriCorps member:		
<input type="checkbox"/> FT (1700 hours)	<input type="checkbox"/> PT (900 hours)	<input checked="" type="checkbox"/> QT-EAO (450 hours)
Will the member serving in this position be required to provide transportation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Will the member be required to use their own vehicle?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Will the member receive travel reimbursement (if using own vehicle)?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<i>NOTE: If transportation is required, the applicant must: 1) Have a valid driver license; 2) Have reliable transportation; 3) Have valid auto insurance throughout the service term; and 4) Have a good driving record (no DWI arrest, no reckless driving records within last 5 years).</i>		
Language Requirement: Is the member required to be bilingual?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<i>If so, what language(s) is/are required?</i>	See note below.	

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday & Sunday
11-4			11-4		<u>Occasionally</u>

Minimum Qualifications: To participate in the AmeriCorps ACCESS Project, applicants must: Be at least 17 years old, Have a High School Diploma or GED, Have English proficiency (spoken/written), Have computer Skills, and meet any additional requirements as determined by the site agency (see below).

No additional qualifications.

Equipment member is expected to use (copier, fax, etc.):

- Computer
- Telephone
- Fax
- Copier and scanner
- Email

Additional details about this position:

Funds for millage reimbursement may become available. Schedule is flexible.

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. Assess client's job skills, education, and work history; develop an employment plan with achievable goals; refer client to appropriate services; assist client in job searching and job application process (resumes, cover letters, job applications, etc); assist client in navigating barriers to employment; and provide post-employment follow-up as necessary.
- Refer clients needing health and human services assistance to partners including Congregational nurse and Social Work interns
- Communicate with partners, volunteers and fellow team members
- Register clients for adult program
- Maintain appropriate client database
- Conduct needs assessment and work with team to meet needs

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.

- Coordinator volunteers onsite
- Provide transportation to clients
- Plan and organize an annual employment and community resource fair at the center
- Attend skills trainings and information sessions as it relates to your position

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

	<input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input type="checkbox"/> Pushing <input type="checkbox"/> Pulling <input type="checkbox"/> Lifting <input checked="" type="checkbox"/> Fingering (typing) <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Talking <input type="checkbox"/> Repetitive Motions <input type="checkbox"/> Other: _____
VISUAL ACUITY: <i>Please check <u>required visual activities</u>.</i>	<input checked="" type="checkbox"/> Computer work <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Other: _____ Reading _____
WORKING CONDITIONS: <i>Please respond about the conditions the worker is subject to in performing the <u>essential functions of the position</u>.</i>	<input type="checkbox"/> The worker is NOT substantially exposed to adverse environmental conditions (such as a typical office environment). <input checked="" type="checkbox"/> Other: <u>The member will be placed in a community center housed in an apartment complex and not an office. However, the member will not be exposed to adverse environmental conditions.</u>

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 to service site & ACCESS trainings; Complete & Submit monthly time sheets and other documentation by established deadlines; Maintain ongoing communication with site supervisor & ACCESS staff; Wear AmeriCorps gear (t-shirt, name tag and/or pin) 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 services hours and trainings required by the position; and any Service Site-Specific expectations outlined below:

- Treat all clients with respect and serve in a culturally competent manner
- Be able to work in fast paced environment
- Be a strong verbal communicator and be willing to work closely with others in a community center
- Be detail oriented and well-organized
- Have a flexible schedule
- Be comfortable working out in the community and going into client's homes
- Can take initiative
- Can build rapport with clients, families and potential employers
- Meet weekly and monthly with team members including site team and larger community centers team members

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. \$5,815 Education Award (equivalent to the Pell Grant)
7. \$12,630 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. \$2,907.50 Education Award (equivalent to the Pell Grant)
5. \$6,315 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. \$1,538.36 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		
<i>AmeriCorps Program Director</i>	<i>AmeriCorps Program Director Signature</i>	<i>Date</i>