



# 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.

<b>Member Name:</b>	
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(Leave blank – to be filled by ACCESS staff only)

## SECTION I

<b>Agency Name:</b>	<b>New Arrivals Institute</b>	<b>County Agency Located in:</b>	<b>Guilford</b>
<b>Position Title:</b>	<b>Education Program Assistant</b>	<b>Service Term:</b>	<b>09/15/2017 – 08/31/2018</b>
<b>The AmeriCorps ACCESS Project's mission is to help immigrants and refugees become self-sufficient. State the <u>Main Purpose</u> of the position to be filled by the AmeriCorps member:</b>			
The Educational Program Assistant will primarily conduct client program orientation, intake, enrollment, and assessment and will teach ESOL, and Emergency Preparedness/Cultural Orientation classes.			
<b>Physical Service Location:</b>	<b>2714 W. Market St</b>	<b>Greensboro</b>	<b>NC 27403</b>
	<i>Street Address</i>	<i>City</i>	<i>Zip Code</i>
<b>Agency Mailing Address:</b>	<b>PO Box 5315</b>	<b>Greensboro</b>	<b>NC 27435</b>
	<i>Street Address</i>	<i>City</i>	<i>Zip Code</i>
<b>Agency Phone Assigned to Member:</b>	<b>336-935-0868</b>		
	<i>Phone</i>	<i>Extension</i>	<i>Fax</i>
<b>AmeriCorps Member's Supervisor:</b>	<b>Chealy Sin</b>	<b>Case Manager</b>	
	<i>Name</i>	<i>Title</i>	
	<a href="mailto:csin@newarrivalsinstitute.com">csin@newarrivalsinstitute.com</a>	(336) 420-8975	
	<i>E-mail address</i>	<i>Phone (&amp; extension)</i>	

## SECTION II

<b>Please CHECK the type of position to be filled by the AmeriCorps member:</b>		
<input type="checkbox"/> FT (1700 hours)	<input type="checkbox"/> PT (900 hours)	<input checked="" type="checkbox"/> QT-EAO (450 hours)
<b>Will the member serving in this position be required to provide transportation?</b>	<input type="checkbox"/> Yes <input checked="" 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>		
<b>Language Requirement: Is the member required to be bilingual?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<i>If so, what language(s) is/are required?</i>		

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday & Sunday
	1:30pm-5:00pm		1:30pm-5:00pm		9:30am -1 2:30pm

**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).

1. Strong computer skills that include both MS Office Suite and experience with a database
2. 20 years of age or older, legal permanent resident or US citizen
3. A minimum of 2 years of college
4. Supervisory experience and/or experience as a group leader/teacher in an educational setting/ Cross Cultural Experience
5. Self-starter with the ability to work independently (with minimal supervision)

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

- Computer
- Telephone
- Printer/copier/scanner
- Projector
- TV/DVD/Video
- Camera-both still and video
- Stereo/Boombox

**Additional details about this position:**

N/A

**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.

- Conducting client program orientation, intake, enrollment, and assessment for placement into NAI ESOL classes.
- Teaching ESOL classes utilizing materials from NAI and with staff guidance on the following topics: Employment Readiness, Vocational Skills, and Emergency Preparedness/Cultural Orientation. (At least once a week)

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.

- Answering client questions and concerns and consulting with NAI staff for appropriate actions
- Participate in outreach opportunities to promote agency programming and volunteer recruitment in events such as Job Fairs, World Refugee Day, Health fairs, and other Community Events.
- Assisting clients with completing applications and paperwork related to employment attainment and self-sufficiency – excluding tax and legal documents. Referring clients to needed employment services. Teaching clients how to utilize public transportation system

Please respond below about the essential functions for this position as they relate to General Physical Requirements, Physical Activities, Visual Acuity, and Working Conditions.

<b>GENERAL PHYSICAL REQUIREMENTS:</b> Please <u>check ONE</u> description of <u>general physical requirements</u> for this position.	<input type="checkbox"/> Sedentary work <input checked="" type="checkbox"/> Light work <input type="checkbox"/> Medium work <input type="checkbox"/> Heavy work <input type="checkbox"/> Very heavy work
<b>PHYSICAL ACTIVITIES:</b> Please <u>check ALL</u> physical activities that apply to the <u>essential functions</u> of the position.	<input type="checkbox"/> Climbing <input checked="" type="checkbox"/> Stooping <input checked="" type="checkbox"/> Kneeling <input checked="" type="checkbox"/> Crouching <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input checked="" type="checkbox"/> Pushing <input checked="" type="checkbox"/> Pulling <input checked="" type="checkbox"/> Lifting <input checked="" type="checkbox"/> Fingering (typing) <input type="checkbox"/> Hearing <input type="checkbox"/> Talking <input type="checkbox"/> Repetitive Motions <input type="checkbox"/> Other: _____
<b>VISUAL ACUITY:</b> Please check <u>required visual activities</u> .	<input checked="" type="checkbox"/> Computer work <input type="checkbox"/> Driving <input checked="" type="checkbox"/> Other: Reading and writing
<b>WORKING CONDITIONS:</b> Please respond about the conditions the worker is subject to in performing the <u>essential functions</u> of the position.	<input checked="" type="checkbox"/> The worker is NOT substantially exposed to adverse environmental conditions (such as a typical office environment). <input type="checkbox"/> Other: _____

**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:

**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.**

<b>Khouan Rodriguez</b>		
<i>AmeriCorps Program Director</i>	<i>AmeriCorps Program Director Signature</i>	<i>Date</i>