



AmeriCorps Member Service Description for 2024 – 25 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.

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

SECTION I

Agency Name:	UNCG Center for New North Carolinians/ Community Enrichment Center	County Agency Located in:	Guilford
Position Title:	Employment Specialist	Service Term:	9/10/2024 – 08/31/2025
State the Main Purpose of the position to be filled by the AmeriCorps member:			
Providing employment and integration support services to refugee and immigrant families.			
Physical Service Location:	201 N Westgate Dr	Greensboro	NC 27407
	<i>Street Address</i>	<i>City</i>	<i>Zip Code</i>
Agency Mailing Address:	915-A W. Gate City Blvd	Greensboro	NC 27403
	<i>Street Address</i>	<i>City</i>	<i>Zip Code</i>
Agency Phone Assigned to Member:	336-579-2689		
	<i>Phone</i>	<i>Extension</i>	<i>Fax</i>
AmeriCorps Member's Supervisor:	Natacha Nikokeza	Senior Program Coordinator for Community Centers	
	<i>Name</i>	<i>Title</i>	
	N_nikoke@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)
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 personal 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>	
Does this AmeriCorps position displace a staff position at your agency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday & Sunday
10-6	10-6	10-6	10-6	10-6	<u>Occasionally</u>

Requirements/Qualifications: To participate in the AmeriCorps ACCESS Project, applicants must: 1) be at least 18 years old; 2) have a High School Diploma or GED; 3) be proficient in English (spoken/written); 4) have computer skills; 5) agree to undergo criminal history background checks including National Sex Offender Registry search, State criminal check, and FBI check. Applicants applying for a position involving transporting community members must agree to have their driving record checked.

Additional Requirements/Qualifications by Service Site:

- Public speaking skills and experience preferred but not required.
- Experience seeking and applying for jobs preferred.
- Some experience working with immigrant/refugee populations.
- Some knowledge about processes in job attainment in the US (i.e. resume building, cover letter, interview, etc.)

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

- Computer
- Telephone
- Fax
- Copier/Scanner
- 12-15 Passenger
- Email

Additional details about this position:

- Member will receive training to drive 15-passenger van.
- Schedule can be adjusted.
- Must be comfortable conducting home visits with clients.

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.

- Enroll eligible clients into CNNC employment program - HIRE.
- Assist clients in resume writing, filling applications, job searching and interview preparation.
- Seek out relationships with potential employers and maintain current relationships.
- Assist job-seeking clients in removing barriers to employment/self-sufficiency, including accessing work-appropriate clothing, and transportation.
- Provide integration support services to clients, including opening a bank account, obtaining government-issued documents, enrolling in ESOL classes or school, accessing public benefits, childcare, healthcare, and public transportation.
- Make home visits with clients to follow up on their progress of job attainment.
- Communicate with partner agencies, volunteers, and fellow team members regarding services to clients, daily schedule, program changes, program needs, etc.
- Orient and assess client's needs through completing intake form and assessment form, developing employment related plan, etc.
- Keep site supervisor informed of special client needs, frustrations, successes, and/or failures as pertinent in client progress toward self-sufficiency.

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.

- Schedule and work with interns and partner agencies to coordinate adult workshops
- Participate in staff meetings, staff training and professional development activities.
- Attend and represent agency at events and resource fairs related to the essential functions above.
- Serve as a language interpreter for clients if acquired one or more of the languages spoken by the family.

The ACCESS Project and partner agency will not discriminate against a member on the basis of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, disability, nor political affiliation.

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 <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
PHYSICAL ACTIVITIES: Please check ALL <u>physical activities</u> that apply to the <u>essential functions</u> of the position.	<input type="checkbox"/> Climbing <input type="checkbox"/> Stooping <input type="checkbox"/> Kneeling <input type="checkbox"/> Crouching <input type="checkbox"/> 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: Please check <u>required visual activities</u> .	<input checked="" type="checkbox"/> Computer work <input checked="" type="checkbox"/> Driving <input type="checkbox"/> Other: _____
WORKING CONDITIONS: 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

- All fundraising activities MUST BE PRE-APPROVED by the NC Commission.
- 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 qualified outstanding student loans
5. Interest Accrual Payment
6. Up to \$7,395 Education Award upon successful completion of a service term
7. Up to \$25,000 Stipend (paid in 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 qualified outstanding student loans
3. Interest Accrual Payment
4. Up to \$3,697.50 Education Award upon successful completion of a service term
5. Up to \$12,500 Stipend (paid in monthly installments)
6. 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>