



## 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.

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

<b>SECTION I</b>				
<b>Agency Name:</b>	<b>Lutheran Services Carolinas – New Americans Program</b>	<b>County Agency Located in:</b>	<b>Wake</b>	
<b>Position Title:</b>	<b>Employment Specialist</b>	<b>Service Term:</b>	<b>9/10/2024 – 08/31/2025</b>	
<b>State the <u>Main Purpose</u> of the position to be filled by the AmeriCorps member:</b>				
<p>The Employment Specialist provides 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. The Employment Specialist will spend their time engaging in activities that result in gainful employment, self-sufficiency, and independence for refugees resettled by the LSC. These activities include networking with employers, employment orientation and case management to reduce barriers to employment. The member will engage with clients to address needs, build resumes, practice interviewing, set goals, and budget.</p>				
<b>Physical Service Location:</b>	<b>4020 Wake Forest Road Suite 301</b>	<b>Raleigh</b>	<b>NC</b>	<b>27609</b>
	<i>Street Address</i>	<i>City</i>		<i>Zip Code</i>
<b>Agency Mailing Address:</b>	<b>4020 Wake Forest Road Suite 301</b>	<b>Raleigh</b>	<b>NC</b>	<b>27609</b>
	<i>Street Address</i>	<i>City</i>		<i>Zip Code</i>
<b>Agency Phone Assigned to Member:</b>				
	<i>Phone</i>	<i>Extension</i>	<i>Fax</i>	
<b>AmeriCorps Member’s Supervisor:</b>	<b>Nick McCulloch-Bauer</b>	<b>Refugee Services Coordinator</b>		
	<i>Name</i>	<i>Title</i>		
	<i>nbauer@lscarolinas.net</i>	<i>919-827-3588</i>		
	<i>E-mail address</i>	<i>Phone (&amp; extension)</i>		

<b>SECTION II</b>	
<b>Please CHECK the type of position to be filled by the AmeriCorps member:</b>	
<input checked="" type="checkbox"/> FT (1700 hours)	<input type="checkbox"/> PT (900 hours)
<b>Will the member serving in this position be required to provide transportation?</b>	<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><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></p>	
<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>	
<b>Does this AmeriCorps position displace a staff position at your agency?</b>	<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
9a-5p	9a-5p	9a-5p	9a-5p	9a-5p	<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:**

- Experience: Previous work experience and interest in refugee resettlement or other direct social services desired but not required.
- Specific skills/abilities: Competent with computers; familiar with Microsoft Office. Strong sense of teamwork required. Comfortable working with a multi-cultural team. Can work independently and with minimal supervision. Must demonstrate maturity, flexibility, creativity, initiative, organizational skills, the ability to work effectively with others, and the ability to think systemically.
- Strong networking, public speaking, and organizational skills to establish relationships with employers.

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

- Computer
- Telephone
- Copier
- Scanner

**Additional details about this position:**

Ability to be flexible in working hours to accommodate occasional evening or weekend meetings/appointments with clients, job interviews or 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.
- Recruit key communities, local organizations, employers and sponsors to support newly arrived refugee families.
- Provide case management services that assist clients in obtaining gainful employment. These services can include transportation and bus orientation to interviews, liaison with interpreters, and workplace culture orientation.
- 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.

- Maintain long-term positive relationships with co-sponsoring organizations, faith communities and employers to ensure continued future support.
- Assist clients with employability case management and integration, including housing assistance, obtaining government-issued documents, enrolling in English as a Second Language classes or school, accessing public benefits, childcare, and healthcare, as well as providing one-on-one cultural education.
- Diligent documentation of direct services provided.

**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.**

- Assist with new apartment setups.
- Assist with walk-ins at the door.
- Interpretation and translation if shared languages are spoken by clients.
- Review files of clients served to ensure compliance with program guidelines.

**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 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: \_\_\_\_\_

**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: \_\_\_\_\_

#### **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:

- Stay with the agency up until mid-August even if the member is able to complete their hours early.
- Attend all regularly scheduled staff meetings and professional development trainings.
- Be professional and respectful when interacting with clients, site staff/peers, sponsors, volunteers, interns, donors, community partners, and guests/visitors.
- Always maintain client confidentiality.
- Provide culturally- and socio-economically-sensitive services to all clients at each encounter.
- Follow LSC's protocol when communicating with external partners and agencies.
- Follow LSC's policies regarding dress code.

**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.

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