

**Please complete one service position description for EACH member.**

The service position description is used in the recruitment and matching process. Each service position description must be sent electronically in MS Word format to complete an application. **Please replace all yellow text with your information.**

## MEMBER POSITION/TITLE

- **NHC Position Title:** (to be completed by NHC Operating Site Director)
- **Host Site Position Title:** Childhood Obesity Prevention Coordinator

## AMERICORPS PROGRAM

**Program:** National Health Corps

**NHC City:** Pittsburgh

## HOST SITE NAME & LOCATION

Allegheny County Health Department | Hosanna House | 807 Wallace Ave | Suite 204 | Pittsburgh, PA 15221

## ORGANIZATION DESCRIPTION & MISSION

The mission of the Allegheny County Health Department is to protect, promote, and preserve the health and well-being of all Allegheny County residents, particularly the most vulnerable. ACHD strives to support healthy behaviors, improve environmental health and build a culture of health in all 130 municipalities within the county. The main objectives for the Chronic Disease Prevention Program are to promote healthy eating and physical activity, and reduce smoking.

## MEMBER POSITION PURPOSE

The purpose of member service is to advance the childhood obesity prevention strategies in the Chronic Disease Prevention Program. Through direct service, the CDP team can hear directly from school districts in Allegheny County and reduce barriers to physical activity. Currently, we are developing collective action and modeling processes related to increasing physical activity in the school setting. The NHC Member will create institutional and volunteer capacity for school-based physical activity. This directly addresses the NHC service focus area of increasing physical activity with the purpose of reducing obesity.

## MEMBER TERM OF SERVICE

This is a full-time AmeriCorps national direct service position. To fulfill this position, the member will:

- complete 46 weeks of service;

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- complete a minimum of **1,700** hours of service during their service term between hours served at their host site, hours served with NHC Program, and optional pre-approved hours served in the community. .
  - A maximum of 20% of the aggregate total hours may be designated as training.
  - A maximum of 10% of the aggregate total hours may be designated for pre-approved fundraising activities.
  - Member must satisfactorily complete Pre-Service Orientation (PSO) and service assignments as defined in their position description and determined by NHC Program Staff.

### SITE CONSIDERATIONS

#### Is your site accessible via public transportation (if yes, what line/route)?:

Host Site is accessible by public transportation – (61A, 67, 68, 69, 71, 71C, 71D, 78, 79, 86, P1, P12, P16, P2, P3, P67, P68, P69, P7, P71, P76, P78)

#### Does this position require the use of a personal vehicle?

Yes

#### Organization dress code: Insert dress code expectations for member dependent on your organization's dress code policy. Please be as specific as possible.

Business casual – no jeans or flip flops; Expected attire is clean without holes and includes sweaters, dress pants (trousers, slacks, khakis), dresses, skirts, blouses (of modest length), and shoes

### EXPECTED SERVICE TIME REQUIREMENTS/SCHEDULE

- Days and hours of the week that the member will be expected to serve most commonly while in the position:
  - Monday-Friday, 8:30am-4:30pm with 30 minutes for lunch and two 15-minute breaks
  - 3-4 hours on Saturday and Sunday, twice per quarter
- How many hours of meaningful service do you anticipate the member serving weekly? (please select hours expectation between 36-40 hours)
  - 38 hours
- NHC members are allotted a set schedule of holiday time off and have the flexibility to take time off as necessary (pending approval from Host Site and Program Staff). Do you have flexibility regarding extended hours a member could serve to make up missed time? If no, please state. If yes, please describe.
  - Yes, we have flexibility regarding extended hours. The member will follow the holidays that are consistent with other ACHD employees. This service position includes opportunities for service outside of the normal work day including evening trainings and weekend health fairs and community events. Previous members working with this program have not had trouble achieving the number of hours to meet their service requirement.

### MEMBER ROLE/DESCRIPTION OF DUTIES:

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- Describe the specific program(s), project(s), or initiative(s) that the member will serve with.
  - Allegheny County Health Department, Chronic Disease Prevention Program, Childhood Obesity Task Force
- What will the member’s specific role be with this program/project/initiative?
  - The member’s role will be to engage school districts and community partners to promote a collective impact strategy developed by the Childhood Obesity Task Force. The member will provide technical assistance to increase physical activity in schools. Lastly, the member will share obesity prevention resources to *Live Well Allegheny* participants and community partners.
- How will the member’s primary activities aligns with National Health Corps’ mission of providing health access and education to underserved communities, and addresses one or more of NHC’s service focus areas (address the opioid crisis; increase seniors’ (adults 50 or older) ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity and/or chronic conditions that are linked to obesity).
  - The member’s primary activities directly align with increasing physical activity with the purpose of reducing obesity and/or chronic conditions that are linked to obesity by working with schools. Through direct service in the school environment, this member addresses NHC’s service focus area for reducing obesity, specifically for children.
- Clearly describe recurring access to vulnerable populations as outlined in 45 CFR §2510.20  
[https://www.nationalservice.gov/sites/default/files/documents/fy13\\_12\\_1005\\_48.pdf](https://www.nationalservice.gov/sites/default/files/documents/fy13_12_1005_48.pdf)
  - The member will be working directly with vulnerable populations with guidance provided by ACHD’s Community Health Needs Assessment and other data.

PROGRAM, PROJECT, OR INITIATIVE NAME	MEMBER ACTIVITIES AND PURPOSE OF SERVICE	MEMBER OUTPUTS	NHC PERFORMANCE MEASURE(S) THIS ACTIVITY FALLS UNDER <i>(if any)</i> .
Allegheny County School District Outreach (35% of time)	<ul style="list-style-type: none"> <li>● Member will contact school staff to promote Childhood Obesity collective impact plan</li> <li>● Member will present best practices to promote healthy students from ACHD</li> <li>● Member will support ACHD Epidemiology data collection of BMI data</li> </ul>	<ul style="list-style-type: none"> <li>● Member will contact 40 school districts via email</li> <li>● Member will present ACHD collective impact plan to 20 school districts via in person meetings</li> <li>● Member will meet with ACHD</li> </ul>	

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		Epidemiology 3 times throughout service term	
Physical Activity Technical Assistance (30% of time)	<ul style="list-style-type: none"> <li>● Member will provide training to physical education teachers to increase moderate to vigorous exercise in schools</li> <li>● Member will coordinate community volunteers within Allegheny County school districts</li> </ul>	<ul style="list-style-type: none"> <li>● Member will train physical education 10 teachers</li> <li>● Member will coordinate 5 volunteers</li> </ul>	
<i>Live Well Allegheny</i> Resource Coordination (35% of time)	<ul style="list-style-type: none"> <li>● Member will educate residents about increasing nutrition and physical activity through health promotion events</li> <li>● Member will leverage partnerships through <i>Live Well Allegheny</i> the county-wide health and wellness campaign</li> <li>● Member will recruit new school districts, municipalities, restaurants, and workplaces to become campaign participants</li> </ul>	<ul style="list-style-type: none"> <li>● Member will educate residents at 20 community events</li> <li>● Member will establish 10 partnerships between participants</li> <li>● Member will recruit 2 new participants</li> </ul>	
<b>SITE ORIENTATION AND TRAINING</b>			
<ul style="list-style-type: none"> <li>● The orientation process for new members includes introduction to all Chronic Disease Prevention staff, building tour, and meetings with key contacts that the member will be interacting with on a regular basis. The orientation process also includes review of materials that will be prepared by the prior year member to orient the new member service in the Chronic Disease Prevention Program.</li> <li>● Professional, personal, or service-related member development activities and training: lunch and learns and trainings offered at ACHD, Pitt Public Health journal clubs and panels, and webinars offered by Chronic Disease Prevention experts</li> </ul>			
<b>SITE MEMBER QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>● Outgoing, good with children, strategic communicator, flexible, independent worker, vocal about personal needs</li> <li>● Bachelor's Degree (four-year college or technical school) Required             <ul style="list-style-type: none"> <li>○ Field of Study: Major course work in communication, public/community health, education, journalism, or related fields</li> </ul> </li> </ul>			

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### MEMBER BENEFITS

The member in this position will receive from the NHC program the following benefits:

1. **Living Allowance** in the amount of **\$13,992.00**.
  - a. The living allowance is taxable and taxes will be deducted directly from the living allowance.
  - b. The living allowance is not a wage. It is intended to provide for expenses a member incurs while actively serving and is not linked to the number of hours a member serves. A member who exits his/her term of service early will receive the portion of the living allowance that would be provided for that period of participation under the program's living allowance distribution policy (a member who exits early in the first week (or first ½) of a pay period receives ½ a stipend; a member who exits early in the second week (or second ½) of a pay period receives a full stipend). Members who end their service early (i.e. not completing 46-weeks of service AND a minimum of 1,700 hours) will not be eligible for the remaining amount of their living allowance, either in "lump sum" or incremental payments. A member may not receive a living allowance if they are suspended by the program.
2. **Health Insurance.** If a full-time member is not currently covered by a health insurance program or loses coverage due to participation in the Program, they are eligible to receive limited health insurance through the program where they serve. Insurance coverage for full-time members begins after mandatory documentation is received and processed. Member insurance coverage does not cover family members and dependents.
3. **Child Care.** A child care subsidy, paid directly to the child care provider by a CNCS benefits administrator, GAP Solutions, is available to members who qualify. GAP Solutions distributes this allowance evenly over the term of service on a monthly basis. Members are responsible for locating their own child care providers. The amount of the child care subsidy that the member may be eligible for varies by state and may not cover the full cost of child care.
4. **Education Award.** Upon successful completion of the member's term of service, the member may be eligible to receive an education award from the National Service Trust. For successful completion of a full-time term (46 weeks and a minimum of 1,700 hours), the member will receive an Education Award. The member understands that they may not receive more than the amount equal to the total value of two education awards for full-time service from the National Service Trust, regardless of the stream of service in which the member serves.
5. **Loan Forbearance Interest:** If the member has received forbearance on a qualified student loan during the term of service, and the member successfully completes the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service. After a member is enrolled in e-grants by the Program Director, they may use the CNCS web-based system to apply for loan forbearance. The NHC is not responsible for following through with private lenders.

### MINIMUM NHC MEMBER QUALIFICATIONS

In order to be eligible to serve in this position and in the NHC Program, a person must meet the following requirements:

1. Must be at least 18 years of age by the time training begins;
2. Must be a United States citizen or National or have a permanent resident visa;
3. Must have a high school diploma or an equivalency certificate (or agree to obtain a high school diploma or its equivalent before using an education award) and must not have dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under

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section 484 of the Higher Education Act of 1965, 20 U.S.C. 1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent;

4. Must have complied with all CNCS required criminal history checks including 1) a State Criminal Registry Check of the CNCS designated repository in both the state in which the program operates and the state in which the member resided at the time they applied to the program; 2) a nationwide fingerprint based FBI background check; and 3) a Department of Justice National Sex Offender Registry Check. The member understands that if the results of the required criminal history checks reveal that they are subject to a state sex offender registration requirement and/or have been convicted of homicide (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> degree) they will be **ineligible** to serve in the Program. The member also understands they will have the opportunity to review and dispute the findings from the criminal history check.
5. Must submit valid forms of documentation to prove date of birth and citizenship/naturalization/resident alien status and must have a valid government issued photo identification;
6. Must disclose any history of having been released from another AmeriCorps program; failure to do so will render one ineligible to receive the education award;
7. Must submit evidence that they successfully completed any previous AmeriCorps terms, if applicable;
8. Must furnish all other documentation deemed appropriate by the program and host service site.

### EVALUATION AND REPORTING

All NHC members are given a written performance review by both their host site supervisor and NHC Program Director at the mid-term and end of their term of service. Performance reviews are based on the member's performance at their host site and their participation in National Health Corps responsibilities such as member trainings, committees and group service projects.

If a member disagrees with any aspect of their performance review, they can appeal to their Program Director according to the grievance procedure outlined in the Member Handbook.

NHC members will be evaluated according to the following criteria:

- a. Whether the member has satisfactorily completed service assignments, tasks and/or projects;
- b. Whether the member has met any other NHC expectations which have been clearly communicated orally and/or in writing throughout the service term;
- c. The member's ability to establish and maintain positive interpersonal relationships;
- d. Whether the member has completed or is on track to complete the required number of hours outlined in their member contract.

### EMPLOYMENT STATUS OF AMERICORPS MEMBERS IN THIS POSITION

For guidance related to the employment status of AmeriCorps members please refer to the below link:

<http://www.nationalservice.gov/documents/main-menu/2015/frequently-referenced-resources-about-employment-status-ameri-corps-members>

### AMERICORPS BRANDING AND MESSAGING

For guidance on AmeriCorps branding and messaging, please refer to the below link:

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<http://www.nationalservice.gov/documents/amicorps-state-and-national/2015/amicorps-branding-and-messaging-guidance>

### NHC PROGRAM DIRECTOR AND SITE SUPERVISOR INFORMATION

- Beci Russell | Program Director, NHC Pittsburgh | [rebecca.russell@allegHENYcounty.us](mailto:rebecca.russell@allegHENYcounty.us) or 412-578-8308
- Marie Fontelo | Public Health Administrator II, Chronic Disease Prevention Program | [Marie.fontelo@allegHENYcounty.us](mailto:Marie.fontelo@allegHENYcounty.us) 412-247-7967

### Host Site Assurances

The position description activities do not put member(s) at risk for exceeding the limitations on allowable fundraising activity as outlined in requirements of 45 CFR §§ 2520.40-.45? [https://www.nationalservice.gov/pdf/45CFR\\_chapterXXV.pdf](https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf)

The position description activities do not violate the AmeriCorps supplementation restrictions as outlined in requirements of §2540.100 accessed via

[http://www.ecfr.gov/cgi-bin/textidx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540\\_1100](http://www.ecfr.gov/cgi-bin/textidx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540_1100)

The member will receive no more 20% of the aggregate total of service hours designated as training as outlined in requirements of 45 CFR §2520.50? [https://www.nationalservice.gov/pdf/45CFR\\_chapterXXV.pdf](https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf)

The member position activities follows the requirements related to supplementation, duplication or displacement of staff as outlined in 45 CFR §2540.100 (e) – (f). [http://www.ecfr.gov/cgi-bin/text-idx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540\\_1100](http://www.ecfr.gov/cgi-bin/text-idx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540_1100)

The member will not engage in AmeriCorps prohibited activities as outlined in 45 CFR §2520.65? [https://www.nationalservice.gov/pdf/45CFR\\_chapterXXV.pdf](https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf)

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By signing below, you acknowledge that you have read and understand the contents of this position description

**Host Site Supervisor Full Name (Print):**

**Host Site Supervisor Signature:**

**Date:**

**To be completed during PSO:**

**AmeriCorps NHC Member Full Name (Print as listed on formal documentation):**

**AmeriCorps NHC Member Signature:**

**Date:**

By signing below, you acknowledge that this position description was finalized/approved by the NHC Operating Site Director:

**NHC Operating Site Director Full Name (Print):**

**NHC Operating Site Director Signature:**

**Date:**