



NHC Member Position Description 2018-2019



Please complete one service position description for EACH member you are requesting, using this template.

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.

MEMBER POSITION/TITLE

- Identify a brief, specific title of the service position that accurately reflects the content, purpose and scope of the member service position.
- NHC Position Title: (to be completed by NHC staff)
- Host Site Position Title: Health Educator

AMERICORPS PROGRAM

Program: National Health Corps

Location: Pittsburgh, PA

HOST SITE NAME & LOCATION

- Identify the specific host site location and/or service sites(s) where a member will complete his or her service. Include the full address of the site where this position will be taking place.
Allegheny County Health Department
Chronic Disease Prevention Program
807 Wallace Avenue, Suite 204
Wilkesburg, PA 15221

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ORGANIZATION DESCRIPTION & MISSION

- Define the broad purposes that the program is aiming to achieve, describe the community the program is designed to serve, and state the values and guiding principles which define its standards

Formed in 1957, the Allegheny County Health Department (ACHD) strives daily to assure quality public health services by promoting individual and community wellness, preventing injury, illness and premature death or disability, and protecting the population from harmful effects of chemical, biological and physical hazards within the environment. Today, we serve more than 1.2 million county residents in southwestern Pennsylvania.

The ACHD's vision is a vibrant County with healthy people enjoying healthy lives. 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.

The Chronic Disease Prevention (CDP) Program works to improve the quality of life of Allegheny County residents by enabling them to prevent, detect, delay and/or manage heart disease, high blood pressure, diabetes and cancer. In addition, the Chronic Disease Prevention Program tracks trends in illnesses and death in Allegheny County residents from these major diseases using information from death certificates, hospital discharge data, and the Allegheny County behavioral risk factor surveillance survey.

The CDP aims to decrease preventable chronic disease by assuring access to resources, knowledge, and opportunities for Allegheny County residents to adopt healthy behaviors. Our efforts prioritize reducing barriers and promoting systems change for vulnerable, underserved populations, specifically upstream social determinants of health.

MEMBER POSITION PURPOSE

- Provide a brief (1-3) sentences) summary of the purpose of member service by outlining the duties and responsibilities of the member and how this role connects within the organization.

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The NHC member will serve as a **Health Educator** that is tasked with delivering high quality health education that is tied to the *Live Well Allegheny* Campaign. *Live Well Allegheny* highlights the need to increase physical activity, eat healthy, reduce smoking and tobacco use and be proactive in managing one's health. This long-term effort focuses on more than just physical health. It also includes mental wellness, personal and community safety, preparedness, efforts to improve well-being and quality of life, education and health literacy. *Live Well Allegheny's* goals will evolve in response to trends, data and statistics brought to bear by the Health Department and its stakeholders.

The member's role will be to expand health education information in community health settings, specifically through evidence-informed programming and health literature materials. The topic areas that the member will focus on are chronic disease prevention and traumatic brain injury prevention. The member will be responsible for creating a dynamic health literature toolkit to bring to health education fairs, in conjunction with the *Live Well Allegheny* campaign. Additionally, the member will present ConcussionWise, a program that promotes safe sports participation and physical activity through education, to youth sports leagues and early learning centers. The member will represent the Allegheny County Health Department in dialogue with individual community members to confirm assumptions of need make by partner organizations. The member will expand the *Live Well Allegheny* campaign to community based settings like Family Support Centers and local libraries.

MEMBER TERM OF SERVICE

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

- complete a minimum of **1,700** hours of service during this period. A maximum of 20% of these hours may be in training and a maximum 10% of these hours may be for pre-approved fundraising activities.
- understands that in order to successfully complete the term of service (as defined by the Program and consistent with regulations of the Corporation for National & Community Service) and to be eligible for the education award, he/she must:
 - a. Serve a minimum of 1,700 hours
 - b. Satisfactorily complete Pre-Service Orientation (PSO)
 - c. Satisfactorily complete service assignments as defined in the member position description and determined by the NHC Program Site.

SITE CONSIDERATIONS

Is the site accessible via public transportation (if yes, what line/route)? Yes
61A North Braddock

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67 Monroeville
68 Braddock Hills
69 Trafford
71 Edgewood Town Center
71C Point Breeze
71D Hamilton
78 Oakmont
79 East Hills
86 Liberty
P1 East Busway-All Stops
P12 Holiday Park Flyer
P16 Penn Hills Flyer
P2 East Busway Short
P3 East Busway-Oakland
P67 Monroeville Flyer
P68 Braddock Hills Flyer
P69 Trafford Flyer
P7 McKeesport Flyer
P71 Swissvale Flyer
P76 Lincoln Highway Flyer
P78 Oakmont Flyer

Does this position require a personal vehicle?: Yes, there is an expectation that the member will be able to travel to different parts of Allegheny County to deliver programs.

How will your organization reimburse the member for transportation costs?: Transportation (other than regular transportation to the site on a daily basis) will be reimbursed. The member will need to fill out a travel request reimbursement form and submit to their project supervisor.

Organization dress code: Business Casual

EXPECTED SERVICE TIME REQUIREMENTS/SCHEDULE

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- Include the days and hours of the week that the member will be expected to serve most commonly while in the position.: 8:30am-4:30pm with 30 minutes for lunch and (2)- 15 minute breaks

Commented [RR1]: This leaves the member at an hours disadvantage: 37.5 hours. Can we describe how this can be made up?

- Please describe how service schedule accounts for holidays and other time off, and will provide the member with sufficient opportunity to make up missed hours. The member will follow the holidays that are consistent with other ACHD employees. This service description includes a lot of opportunities for service outside of the normal work day including evening trainings and weekend health related events such as 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:

- Describe the specific program(s), project(s), or initiative(s) that the member will serve with:
Chronic Disease Prevention Program: <http://www.achd.net/chrond/index.html> Chronic diseases are responsible for 7 of 10 deaths each year, and treating people with chronic diseases accounts for 86% of our nation's health care costs. In Allegheny County, we face even greater challenges. According to the latest available data, our rates of chronic diseases such as diabetes, heart attacks, cardiovascular conditions, and stroke ALL exceed national levels.
The health department's Chronic Disease Prevention Program works to improve the quality of life of Allegheny County residents by enabling them to prevent, detect, delay and/or manage heart disease, high blood pressure, diabetes and cancer. In addition, the program tracks trends in illnesses and death in Allegheny County residents from these major diseases using information from death certificates, hospital discharge data, and the Allegheny County behavioral risk factor surveillance survey.

Live Well Allegheny: www.livewellallegheny.com Allegheny County Executive Rich Fitzgerald, under the leadership of the Board of Health and Health Department Director Dr. Karen Hacker, has launched a comprehensive, innovative strategy on wellness called *Live Well Allegheny*.
Living well is a broad concept that incorporates physical health, mental wellness, personal and community safety, prevention and preparedness, nutrition, physical activity, fitness, managing chronic disease, improving well-being, quality of life, education, improving our standard of living, cessation programs, vaccinations, weight loss, anti-aging, health literacy and so much more.
While there are already many programs, studies, outreach events and other efforts aimed at improving the health of our county residents, a coordinated, local effort is the best approach for making an impact on the health and well-being of our county. Behavior

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change requires a cultural change. *Live Well Allegheny* draws on resources throughout the county including existing weight-control programs, school activities and programs, health care providers and nutrition professionals, unions, foundations, health-focused organizations and community groups.

While there are already many programs, studies, outreach events and other efforts aimed at improving the health of our county residents, a coordinated, local effort is the best approach for making an impact on the health and well-being of our county. Behavior change requires a cultural change.

- Provide a brief summary of the purpose of member service by outlining the duties and responsibilities of the member and how this role connects within the organization:

The NHC member will serve as a Health Educator that is tasked with delivering high quality health education that is tied to the *Live Well Allegheny* Campaign. This is a newer initiative to address the health needs of residents in Allegheny County. *Live Well Allegheny* highlights the need to increase physical activity, eat healthy, reduce smoking and tobacco use and be proactive in managing one's health. This long-term effort focuses on more than just physical health. It also includes mental wellness, personal and community safety, preparedness, efforts to improve well-being and quality of life, education and health literacy. The goals of *Live Well Allegheny* evolve in response to trends, data and statistics brought to bear by the Health Department and its stakeholders. The member's role will include expanding the campaign to the network of Family Support Centers in Allegheny County, providing health education directly to residents, and implementing evidence-informed health programs.

- Complete Healthy Eating Active Living Assessments for 28 Family Support Centers
- Coordinate with *Live Well Allegheny* partners on outreach events and represent the Allegheny County Health Department at 40 community events to provide information directly to residents.
- Facilitate a new partnership with *Live Well Allegheny* community partner organizations to disseminate a health education toolkit and programming for community health events.
- Facilitate and deliver trainings related to reducing traumatic brain injury as part of the Safe and Healthy Communities Program.

- What will the member's specific role be with this program/project/initiative?:

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The member will provide health education, (including healthy eating, increasing physical activity, reducing smoking, and preventing traumatic brain injury), capacity building and outreach for *Live Well Allegheny* and the Safe and Healthy Communities Program.

- **How will the member's primary activities align with the NHC's mission and performance measures?:**

NHC Pittsburgh is committed to decreasing disparities in local healthcare delivery systems and promoting health. The ACHD and CDP are also working to identify the most vulnerable communities and to provide services in those communities with the goal of reducing disparities in health outcomes in Allegheny County. The member's activities are aligned with the overall goal of reducing health disparities. The member will accomplish this goal by focusing on delivering health education and capacity building that is consistent with the NHC performance measures and activities.

- **Clearly define how member activities will not duplicate and/or displace existing staff, volunteers or interns' duties at site.:**

These are new and growing initiatives for CDP we do not currently have a staff person who is fulfilling this role at the department. Some of the tasks are being completed by the current 2017-2018 NHC member and some of the tasks are new to the program (including implementation of the Safe and Healthy Communities programming). Each year we add an additional task to the description that is beyond current staff capacity to target LWA outreach. The 2018-2019 service description requires the member to form new partnerships between the CDP and community partners.

- **Clearly ensure that 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

The position description does not put the member at risk for exceeding the limitations on allowable fundraising activity as outlined in the requirements. Previous members have not engaged in these activities.

- **Clearly state that 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>

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This position description does not violate the AmeriCorps supplementation restrictions as outlines in the requirements.

- Confirm that the member in this position will receive no more training than 20 percent of the aggregate of the total member service hours as outlined in requirements of 45 CFR §2520.50?: https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf

The member will receive no more that 20 percent of the aggregate of the total member service hours as training as outlined in the requirements.

- Clearly confirm that 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

The position description follows the requirements related to supplementation, duplication or displacement of staff as outlines in the requirements.

- Clearly confirm that a member will not be conducting AmeriCorps prohibited activities as outlined in 45 CFR §2520.65?: https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf

The member will not be conducting AmeriCorps prohibited activities as outlines in the requirements.

- 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

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 (INCLUDE % TIME OVER TERM MEMBER WILL SPEND WITH THIS PROGRAM)	MEMBER ACTIVITIES AND PURPOSE OF SERVICE (List the key activities the member will be responsible for, for each program/project listed)	MEMBER OUTPUTS (How many classes, workshops, clients, patients etc. will the member conduct/serve under each activity)	NHC PERFORMANCE MEASURE(S) AND ALIGNMENT WITH NHC MISSION THIS ACTIVITY FALLS UNDER (if any).

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<p>Family Support Center Technical Assistance (35%)</p>	<p>During the service year, the member will assess Family Support Centers, identify areas for improvement, and develop resources to assist them in this effort. Member will recognize FSCs in Allegheny County that participate in <i>Live Well Allegheny</i>.</p>	<ul style="list-style-type: none"> • Complete Healthy Eating Active Living Assessments for 28 Family Support Centers (FSCs) • Provide FSCs with resources for professional development, newsletters, pamphlets, family and child education, and community outreach • Work in partnership with Children’s Hospital of Pittsburgh of UPMC 	<p>Health Education (HE 1) Capacity Building (CB 10)</p>
<p><i>Live Well Allegheny</i> Outreach (30%)</p>	<p>During the service year, the member will identify and evaluate health education materials related to chronic disease prevention. The member will provide direct health education to Allegheny County residents and represent <i>Live Well Allegheny</i> at community outreach events. Based on interactions with residents, the member will provide recommendations for health education literature materials and will develop a toolkit for <i>Live Well Allegheny</i> community outreach events for various target audiences.</p>	<ul style="list-style-type: none"> • Educate Allegheny County residents at 40 community outreach events • Implement <i>Live Well Allegheny</i> health education toolkit at 20 community outreach events 	<p>Health Education (HE 1) Capacity Building (CB 10)</p>

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Safe and Healthy Communities Education and Outreach (35%)	During the service year, the member will coordinate communications with traumatic brain injury partners including BrainSTEPS and the Pennsylvania Athletic Training Society (PATS). The member will also deliver ConcussionWise presentations to early learning centers, sports leagues, and other interested community partners.	<ul style="list-style-type: none"> • Coordinate 10 referrals to BrainSTEPS teams • Partner with PATS to increase programming with 3 sports leagues • Present ConcussionWise to 5 early learning centers 	Health Education (HE 1) Capacity Building (CB 10)
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SITE ORIENTATION AND TRAINING

- Briefly describe the orientation process at the site for members:

The orientation process for new staff and members includes an orientation checklist, introduction to all staff, building tour and meetings with key contacts, including administrative, 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 to their role. We follow the orientation process for new employees of the CDP for new NHC members that are working in the CDP.

- Identify the professional, personal, or service-related member development activities and training that a member might engage in during and in addition to his or her service.:

ACHD staff and site supervisors will work with the member in the following areas:

- Customer service skills/phone etiquette
- Working with families and agencies for outcomes
- How to complete medical consent forms
- How to facilitate group meetings
- Community outreach 101
- Building Stakeholders and obtaining community feedback

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We will also identify opportunities for training as they become available. Previous members have received smoking cessation training and certificates and training related to chronic disease behavior change. The member will also have the opportunity to participate in workshops and other professional development opportunities in their specific content-related focus area.

MEMBER BENEFITS

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

1. **Living Allowance** in the amount of **\$13,732.00**.
 - 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 completes his/her term of service early or 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 leaves in the first week (or first ½) of a pay period receives ½ a stipend; a member who leaves early in the second week (or second ½) of a pay period receives a full stipend). Members who end their service early 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.** 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 (minimum of 1,700 hours), the member will receive a \$5,815 Education Award. The member understands that he/she 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:

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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 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 (1st, 2nd or 3rd 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.

SITE MEMBER QUALIFICATIONS

- Please describe the traits that will help a member succeed in this position (e.g. outgoing, analytical, patient, good with children):

The type of individual best suited for this position must enjoy working with diverse individuals (including the potential of working with some children) and have an interest in community and health and wellness activities. This individual must be able to display patience, empathy, and flexibility when working with families and individuals.

- Please list the minimum qualifications, training, or experience required to be successful in the position):

The member should understand public health concepts including the chronic disease risk behaviors that impact health outcomes (or a willingness to learn) and some experience working with groups to deliver health education or other types of trainings.

- Please list the skills and/or experience that will help a member succeed in this position (e.g. customer service, language skills):

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The traits that will help a member to succeed in this position include: problem solver, analytical, and good with people by phone. The member will also need to have experience with basic Microsoft Office computer programs and basic computer skills.

EVALUATION AND REPORTING

All NHC member will be given written performance review by both their host site supervisor and NHC Program Director at the mid-term and end of their term of serve. These performance reviews will be, 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 indicate that on the review and they may appeal to the Program Director in writing, according to the grievance procedure. NHC members will be evaluated according to the following criteria:

- a. Whether the member has satisfactorily completed service assignments, tasks or projects;
- b. Whether the participant has met any other performance criteria which has been clearly communicated both orally and in writing at the beginning of the term of service;
- c. The member's ability to establish and maintain positive interpersonal relationships and whether they participated in NHC activities;
- d. Whether the participant has completed or is on track to complete the required number of hours outlined in their member contract to complete their term of service.

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-amicorps-members>

AMERICORPS BRANDING AND MESSAGING

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

<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:
rebecca.russell@allegHENYcounty.us
412-578-8308
- Marie Fontelo, Public Health Administrator II
Marie.Fontelo@AlleghenyCounty.us
412-247-7967

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SIGNATURES	
By signing below, you acknowledge that you have read and understand the contents of this position description	
Host Site Supervisor Full Name (Print): Marie Fontelo	
Host Site Supervisor Signature: <i>Marie Fontelo</i>	Date: 2/5/18
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: