



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 Promotion Liaison

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.

Greater Pittsburgh Community Food Bank, 1 N Linden St., Duquesne, PA 15110

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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

The Food Bank is a public health institution. Because we know that we can positively impact the health of the people we serve, and in turn help stabilize their lives, we focus on providing nutritious food and health education to the people we serve.

Our mission is to feed the hungry of southwestern Pennsylvania through a network of partners and to mobilize our region to end hunger. Since 1980, Greater Pittsburgh Community Food Bank has worked to meet our neighbors' need for food assistance by rescuing, diverting, buying, and distributing more than 300 million pounds of food. Each month, we deliver more than 2 million pounds of food to tens of thousands of people in an 11 county area through a community-based legion of more than 400 member agencies. The regional food banks, food pantries, homeless shelters, soup kitchens, after school programs, and senior centers we work with connect people to the food they need to survive.

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.

The Food Bank serves our neighbors in need through over 400 member agencies including food pantries, soup kitchen, and partner distribution operations. Health Corps members support interventions to help those we serve prevent and manage diet-related chronic disease and stabilize their lives.

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)

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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—by 61C, P7, 52L, and 59

Does this position require a personal vehicle?: Yes

How will your organization reimburse the member for transportation costs?: Mileage reimbursement

Organization dress code: Casual

EXPECTED SERVICE TIME REQUIREMENTS/SCHEDULE

- Include the days and hours of the week that the member will be expected to serve most commonly while in the position.:
8:00-4:30 M-F when no direct service is planned. Member are to provide direct service only on evenings and some weekends.
- 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.
Members may complete service hours on evening and weekends to meet service requirements. They will also be encouraged to use optional hours to provide service to another organization on holidays to meet hour requirements. Progress towards requirements will be tracked regularly and planned to ensure all members meet their obligations.

MEMBER ROLE/DESCRIPTOIN OF DUTIES:

- Describe the specific program(s), project(s), or initiative(s) that the member will serve with:
- 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:
- What will the member's specific role be with this program/project/initiative?:
- How will the member's primary activities align with the NHC's mission and performance measures?:
- Clearly define how member activities will not duplicate and/or displace existing staff, volunteers or interns' duties at site.:

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- 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
- 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
- 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
- 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/textidx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540_1100
- 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
- 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

Health Corps Members provide access to valuable nutrition, nutrition education and support interventions that address the needs of vulnerable populations in our community; in most cases, these populations would not otherwise be served. The Food Bank serves nearly 360,000 people annually, including: 76,000 children and 92,000 seniors age 60 and older. Of the client households we serve, 65 percent have incomes that fall at or below the federal poverty level (\$23,850 annually for a family of 4 in 2014). Six percent of our clients have no income and 51 percent of client households have annual incomes of \$10,000 or less. Our clients struggle with health issues, employ a variety of coping strategies and make painful trade-offs to feed themselves and their families.

Individuals who experience food insecurity are at higher risk for diet-related diseases including diabetes, high blood pressure, heart disease and obesity. Of the households we serve, 57 percent have a member with high blood pressure and 32 percent of households include a member with diabetes. These households report purchasing inexpensive, unhealthy food because they could not afford healthier options (74 percent) and having to choose between paying for food and paying for medicine or medical care (62 percent).

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In Pennsylvania, 19.3% of Pennsylvania children are food insecure. Children who grow up food insecure are at risk for micronutrient deficiencies, such as iron deficiency anemia, at critical points in development. The developmental delays, learning delays, and behavioral problems food insecure children face have lasting impact on their health and wellbeing as adults.

The Greater Pittsburgh Community Food Bank seeks to provide our network of member agencies and their clients with high quality healthy food, valuable educational information, and support to plan and cook healthy meals. This effort includes promoting healthy food selection by pantry coordinators to increase client access to healthy options and modifying the food pantry environment to make the healthy choice the easy choice. Their efforts will support making the food pantries and distributions in our network 'health hubs' in the community. They will encourage the stocking and distribution of healthy foods including fresh fruits and vegetables, whole grains, and lean proteins by applying behavioral economics or "nudging" techniques in the pantry space.

The member will visit pantries selected for the Pantry Refresh program, as identified by the Site Supervisor. The member will conduct an assessment of the pantry space and ordering history and meet with pantry coordinators to encourage and support the procurement of healthy options from the Food Bank. Following assessment, the member will develop a plan of action which may include any or all of the following: environmental changes to promote healthy choices, education of pantry coordinators and volunteers about the importance of healthy food in the pantry setting, partnering with Network Connection Coordinators to facilitate new order practices and providing additional health education and/or healthcare connections. Following implementation, the member will continue the relationship with the pantry and will assist with trouble-shooting and after the active phase. Member will conduct 3-month follow-ups with pantry coordinators that they have led through the Pantry Refresh program.

The member will write publications that provide nutritional guidance about topics related to health and nutrition. Members also contribute to our print and web materials including the Cooking and Activity Newsletter, a monthly newsletter provided to agencies in 11 counties including nutrition and recipe information on foods consumers are likely to receive at their local program. Members are involved in the development, testing, and writing of new recipes to distribute to our consumers. The member will also engage the public in discussion regarding GPCFB activities and the root causes of food insecurity via public speaking opportunities with the GPCFB Speakers Bureau. Additionally, the member will develop and complete create a project that will enhance GPCFB's library of educational activities.

The service of Pittsburgh Health Corps Members contributes to the mission of the Health and Wellness team by creating nutrition education resources for the people that we serve and providing intervention at the pantry level to increase access to healthy food options in the food pantry setting. This supports the larger mission and vision of Greater Pittsburgh Community Food Bank by supporting the organization's efforts to end hunger and to help the people that we serve stabilize their lives and to support their overall health and well-being.

Without the support of Health Corps Members, these efforts would not be possible. This follows the requirements related to supplementation, duplication or displacement of staff as outlined in 45 CFR §2540.100 (e) – (f). No staff or volunteers conduct these activities.

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Any proposed change to the Members position description and duties will be submitted for approval prior to changes. Members are not engaged in fundraising efforts and do not put the member at risk for exceeding the limitations as outlined in 45 CFR §§ 2520.40-.45. The member will plan their program time to ensure 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. In service to the GPCFB the member will not be conducting AmeriCorps prohibited activities as outlined in 45 CFR §2520.65.

| 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). |
|--|---|--|--|
| Pantry Refresh (50%) | <ul style="list-style-type: none"> • Conduct assessment of pantries involved in the Pantry Refresh program, develop a plan of action and implement changes in the environment and ordering practices to promote healthy eating and to support positive health behavior change in clients. • Make member agencies and clients we serve aware of additional benefit programs (SNAP, School Meals, Summer Food Service Program, healthcare, etc.) and make connections to these resources. • Track required metrics for program analysis and report them in a timely manner. • Promote GPCFB services and programs to community partners. • Use Nationally Recognized CHOP nutrition ranking system to assess Food Bank | <ul style="list-style-type: none"> • Conduct 5-10 pantry transformations from assessment to implementation to maintenance (October 2018-July 2019) • Accurate tracking of required metrics related to all implemented changes. | Capacity building #12 Health Education #1 Deliver Information about Health Insurance, Health Care Access and Health Benefits Programs #3 |

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| | inventory to inform updates to the organization's Wellness Policy. | | |
| Build partnerships between GPCFB and Federally Qualified Health Centers in Allegheny County (20%) | <ul style="list-style-type: none"> Collaborate with NHC members serving at FQHC in Pittsburgh, including, but not limited to Alma Illery Medical Center and Squirrel Hill Health Center to create a closed loop delivery model between GPCFB and FQHC; Deliver information about health care access to clients at Food Bank food distributions and/or community events; | <ul style="list-style-type: none"> Accurate tracking of required metrics related to outreach and partnership efforts; | <p>Deliver Information about Health Insurance, Health Care Access, and Health Benefits Programs #3</p> <p>Capacity building #12</p> |
| Draft and design healthy eating publications (15%) | <ul style="list-style-type: none"> Cooking Activity and Nutrition (CAN) newsletter articles and recipes for food pantries and agency partners, which address the specific health and access needs of pantry clients. Health and nutrition tips for pantries, special distributions and other delivery models; nutrition related signage for Pantry Refresh and Green Grocer | <ul style="list-style-type: none"> Research, draft, and edit approx. 20 healthy recipes and/or nutrition information pieces for use or distribution (October 2018-July 2019). | Health Education #1 |
| Healthy Cooking Demos, Food Sampling (15%) | <ul style="list-style-type: none"> Conduct live cooking demos and healthy food sampling at member food pantries participating in Pantry Refresh, senior box distributions, and other distributions; Conduct kids cooking class series at Duquesne Elementary School; | <ul style="list-style-type: none"> Accurate tracking of required metrics related to all nutrition education events conducted | Health Education #1 |

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SITE ORIENTATION AND TRAINING

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

Members will complete a 30 day orientation that includes an introduction to food security, food banking, programs that support food security, as well as nutrition and health promotion topics. They will complete the ServSafe Food Handler certification.

Members will receive training in performing their service duties, conduct a pantry assessment and present the findings of their assessment to staff and then have the opportunity to debrief and receive feedback. Staff will attend the first several site visits and/or meetings, offering the member support and feedback on their performance. The team will meet weekly to formally debrief service work. Members will be introduced to the staff of each department especially those they will work with on a regular basis including: Network Development staff, Special Distributions staff, Community Engagement coordinators, Sourcing team, and the other members of the Health and Wellness team and the larger Impact Department.

- 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:

The site supervisor will meet individually with members to develop a plan of work for the year that includes professional development goals. Members can expect support to advance their written and verbal communication skills, critical thinking skills, time management, teamwork, and developing a continuing education plan. Members will be expected to use a portion of their service and training hours to explore career and education paths they may consider pursuing and to explore other area organizations. Progress towards meeting professional development goals will be evaluated throughout the year alongside service year goals.

The member will have daily opportunity for support and guidance from the site supervisor, as needed. The member will meet 1:1 with the site supervisor once per week to review progress towards their plan of work (to include service hours completed, progress towards service and professional goals, etc).

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

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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:

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

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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).:
 - Passion for public health, food and nutrition.
 - Comfortable working in diverse low income communities
 - Self-motivated
 - Flexible
 - Team player
 - Effective communicator
 - Critical thinker
 - Detail oriented
 - Willing to learn new skills & software programs
 - Time Management Skills
- Please list the minimum qualifications, training, or experience required to be successful in the position).:
 - Bachelor's degree from accredited 4 year college or university
 - Proficient with Microsoft Office Suite
- Please list the skills and/or experience that will help a member succeed in this position (e.g. customer service, language skills).:
 - Research skills
 - Experience in issues related to nutrition and/or education
 - Experience working with diverse and low-income populations
 - Knowledge of nutrition and food security issues
 - Effective public speaker
 - Classroom management skills

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- Ability to set priorities and meet deadlines in a fast-paced environment, including coordination of schedules for off-site direct service efforts

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:

- Whether the member has satisfactorily completed service assignments, tasks or projects;
- 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;
- The member's ability to establish and maintain positive interpersonal relationships and whether they participated in NHC activities;
- 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
- Provide the name, job, title and contact information of the members' host site supervisor
Erin Spangler
Nutrition and Wellness Coordinator

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| 412-460-3663 ext 418 |
| SIGNATURES |
| 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: |
| 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: |