

Please complete one service position description for EACH member.

The position description must detail the activities you anticipate your member executing throughout the term of service and the qualifications for this position. The document provided for you contains several items which are highlighted in yellow. Please replace all text highlighted in yellow with your information. Each position description must be sent electronically in MS Word format to NHC to complete an application.

Note: if you are returning site AND you are applying for the same position with no changes to member service activities as the previous year, then please copy and paste onto this template provided for program year 2020-2021.

MEMBER POSITION/TITLE

- **NHC Position Title:** (to be completed by NHC Operating Site Director)
- **Host Site Position Title** (this might be something more specific to your proposed position activities, eg. Community Health Liaison or Diabetes Care Coordinator): Community Health and Prevention Coordinator

AMERICORPS PROGRAM

Program: National Health Corps

NHC City: Pittsburgh

HOST SITE NAME & LOCATION

Please list the specific host site location and/or service sites(s) where a member will complete their service. Include the full address.

UPMC Children’s Hospital of Pittsburgh (CHP)
Community Health Department (CH)
Lawrenceville Medical Building, 4117 Penn Ave.
Pittsburgh, PA 15224

ORGANIZATION DESCRIPTION & MISSION

Define your organization’s mission, and a summary of main objectives and services, as well as the communities it aims to serve.

CHP is dedicated to improving the health and wellbeing of children through excellence in patient care, teaching and research. The mission of the Community Health Department is to work together with hospital, other healthcare, and community partners to improve health

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outcomes, reduce health disparities and elevate quality of life for children and families in the communities we serve. We further aim to address the factors that influence health including access to quality clinical care, health behaviors, socioeconomic factors, and the physical environment by establishing a prevention-oriented health system, working with community partners to promote policies, practices and systems-level change where children live, learn and play, strengthening the integration of clinical systems with community-based prevention efforts, and evaluating process and outcomes to refine efforts and support maximum impact. Our efforts are primarily within Allegheny County (AC), though they extend beyond for select partners. Within AC we have much engagement surrounding the City of Pittsburgh, Mon Valley, Mt. Oliver, Penn Hills, Northside, Wilksburg and Lawrenceville.

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 NHC member will serve as Children's Hospital's Community Health representative working on the Healthy Schools, Healthy Out-of-School Time (HOST), and Healthy Early Childhood (HEC) programs. These three initiatives focus on improving healthy eating and active living behaviors to reduce the prevalence of childhood obesity in the communities we serve. The member will provide content knowledge and expertise, technical assistance and training to community partners, as well as health education and leadership opportunities to youth. The member will refine communication strategies for ongoing support to partners and staff (i.e. emails, newsletters, health fairs).

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;
- 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 1,700 total hours may be designated as training.
 - A maximum of 10% of the aggregate 1,700 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.

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SITE CONSIDERATIONS

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

CHP is located on Penn Avenue in Lawrenceville. Multiple bus routes stop near the office and can be identified through the Port Authority's website, www.portauthority.org

Does this position require the use of a personal vehicle?

Having a personal vehicle is recommended since the member will be doing site visits that aren't always easily accessible by public transportation. Members will be reimbursed for costs by submitting expenses for work related travel.

Note: Host Sites are responsible for the reimbursement of site-related travel. This may be either bus fare or mileage reimbursement as well as parking and/or tolls.

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 when in the office and casual depending on other activities. Attire expectations will be discussed directly during training and will align with the member's service outreach activities.

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.
- How many hours of meaningful service do you anticipate the member serving weekly? (please select hours expectation between 36-40 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.
- Monday – Friday 8:00am – 4:30pm, ½ lunch. There is some room for schedule flexibility depending on individual member needs and partner programming schedule adjustments
- Approximately 37.5 hours per week
- The majority of CHP's office closures are in line with the Health Corps holidays. If CHP offices are closed on a non-Health Corps holiday the member will be encouraged to shadow other members or do optional hours to ensure that they are meeting their required hourly total for participating in the program. The member will also be allowed to serve at CHP if the office is open and Health Corps has a holiday. The member's role will also consist of some occasional evening and weekend hours

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MEMBER ROLE/DESCRIPTION OF DUTIES:

- Describe the specific program(s), project(s), or initiative(s) that the member will serve with.
- What will the member's specific role be with this program/project/initiative?
- How will the member's primary activities align 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).
- Clearly describe this position's 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 Health Corps member will be working in underserved communities, primarily with schools, out-of-school time, and early childcare settings in Allegheny County, through the implementation of CHP's Healthy Schools, Healthy Out-of-School Time (HOST), and Healthy Early Childhood (HEC) programs. All three programs follow national frameworks developed by organizations who are experts in their respective field. The focus of these initiatives is to improve healthy eating and active living behaviors in the community programs we serve to reduce the prevalence of childhood obesity. CHP is the local manager of these programs and works with community partners to implement the frameworks in the appropriate setting. Sites implement a process in which they, 1) establish a wellness team; 2) assess their environment for best practices, 3) identify opportunities for improvement, 4) establish goals for positive change, 5) develop an action plan for environmental, policy and practice modifications that support youth health and wellbeing, and 6) take action. An on-line platform, tools and resources support each program. The member will be trained on all programs by the onsite supervisor and offered support when needed.

The HealthCorps member will be responsible for recruiting, training, and providing technical assistance to all agencies and partners participating in CHP's programs. The member will work with agencies to set annual goals and assist in implementation of those goals by connecting agencies to local community partners and resources, national resources, and learning opportunities to support their goals. The member will also identify and coordinate hospital and healthcare-based safety net resources that increase access to care. Additionally, the member will lead on-site educational activities for parents, staff, and students when appropriate.

Healthy Schools and Healthy Early Childhood programs are run by CHP, and the member will work alongside other CHP staff members to implement the program. Healthy Out-of-School Time is a partnership between CHP and United Way of Southwestern Pennsylvania's Allegheny Partners for Out-of-School Time (APOST), and the member will work with United Way staff to support HOST partners. The

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HealthCorps member's role will be focused primarily on Healthy Out-of-School Time and Healthy Early Childhood, and they will assist with Healthy Schools as needed. Most of their Healthy Schools assistance will be through on-site education.

PROGRAM, PROJECT, OR INITIATIVE NAME <i>(INCLUDE % TIME OVER TERM MEMBER WILL SPEND WITH THIS PROGRAM)</i>	MEMBER ACTIVITIES AND PURPOSE OF SERVICE <i>(List the key activities the member will be responsible for, for each program/project listed)</i>	MEMBER OUTPUTS <i>(How many classes, workshops, clients, patients etc. will the member conduct/serve under each activity)</i>	NHC PERFORMANCE MEASURES (PMs) THIS ACTIVITY FALLS UNDER <i>(if any)</i> . <i>(List all relevant PMs.)</i>
Site Trainings and Education (40%)	<ul style="list-style-type: none"> • Lead program orientations for any new and all returning sites in HEC and HOST • Lead staff trainings for HEC and HOST staff • Facilitate onsite health education curricula for youth 	Site Trainings and Education <ul style="list-style-type: none"> • Member will help lead at least ten staff trainings for HOST and HEC sites • Member will lead at least ten youth educational activities for HEC and HOST sites • Member will assist with at least 2 education sessions through Healthy Schools 	Increase physical activity Improve nutrition

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<p>Site Technical Assistance and Program Implementation (30%)</p>	<ul style="list-style-type: none"> • Provide assistance to sites in completing program assessments, developing and implementing action plans • Educate sites on implementing sustainable health and wellness programs and initiatives • Research and identify national and local resources sites can use to make healthy changes • Develop and manage communication mechanisms 	<p>Site Technical Assistance</p> <ul style="list-style-type: none"> • Member will provide assistance to a minimum of 5 HEC sites and 25 HOST sites • Member will assist with development of continuation of services by facilitating conversations between Healthy Schools, HOST, and HEC programs where appropriate to ensure continuation of healthy messaging for population served 	<p>Increase physical activity</p> <p>Improve nutrition</p>
<p>Resource Development & Coordination (15%)</p>	<ul style="list-style-type: none"> • Collaborate with site staff to develop customized health education resources in alignment with goals established through baseline assessment. • Develop print materials for HEC and HOST sites including flyers, brochures, pamphlets 	<p>Resource Development</p> <ul style="list-style-type: none"> • Member will develop a minimum of five outreach or educational 	<p>Increase physical activity</p> <p>Improve nutrition</p>

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	<ul style="list-style-type: none"> Coordinate programs and services offered by community partners such as community partner resource fairs and educate sites on how to access quality community partner resources. 	resources for each program initiative	
Partnership Quality Improvement (15%)	<ul style="list-style-type: none"> Building sustainable collaborative relationships with site supervisors and support staff to ensure comprehensive site participation in programs and educational outreach Provide program overviews and site specific goal overviews to staff and parents at team and parent meetings Attend and/or present at events, meetings, and conferences related to early childhood and education or after school providers to network and develop potential site resource partnerships 	Partnership Quality Improvement Member will create 2 new process and procedure documents outlining regular follow-up and check-in for HEC and HOST sites	Increase physical activity Improve nutrition

SITE ORIENTATION AND TRAINING

- Briefly describe the orientation process at the site for members
- Identify the professional, personal, or service-related member development activities and training that a member might engage in during and in addition to their service with your site.

In addition to Health Corps orientation activities, the member will participate in “new employee” orientation that takes place at CHP. He/she will also be oriented to CHP’s Community Health Department and the programs and services that fall under this area of the hospital. The member will be able to participate in professional development opportunities that are offered through the UPMC system. These might include Pediatric Grand Rounds, for example, or training opportunities that are offered by our hospital partners such as Western Psychiatric Institute and Clinic. We can create a structure whereby the member is encouraged to participate in at least two hours of professional development per month.

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The member will be able to participate in professional development opportunities through partner organizations. These may include workshops, lunch & learns and symposiums on health and wellness related topics.

SITE MEMBER QUALIFICATIONS

- Please describe the traits that will help a member succeed in this position (e.g. outgoing, analytical, patient, good with children).
- Please list the minimum qualifications, training, or experience required to be successful in the position).
- Please list the skills and/or experience that will help a member succeed in this position (e.g. customer service, language skills).

A member who is energetic and outgoing, has some experience or interest in working in the early childcare setting and/or after school setting, self-motivated and self-directed is ideal for this position. He/she will be doing a great amount of community engagement and organizing work. Ability to think analytically and being organized will also add value.

College degree with some experience working with or advocating on behalf of youth. Any experience with public speaking, leading trainings or providing education would be additionally helpful, but not required. The member will gain a lot of this experience during their service.

- Interpersonal and communication skills
- Education and training in public health
- Working with children

MEMBER BENEFITS

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

1. **Living Allowance** in the amount of **\$14,279.00**.
 - 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 their 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.

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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 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

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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.

EVALUATION AND REPORTING

All NHC members are given a written performance review by 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-amicorps-members>

AMERICORPS BRANDING AND MESSAGING

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

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<https://www.nationalservice.gov/sites/default/files/documents/AmeriCorpsSeniorCorpsBrandingGuidance2017.pdf>

NHC PROGRAM DIRECTOR AND SITE SUPERVISOR INFORMATION

- Provide the name, job title, and contact information of the member's NHC Director. (to be filled out by NHC)
- Provide the name, job, title and contact information of the members' host site supervisor

Kristi Burry Manager, Health and Prevention; kristi.burry@upmc.edu or 412-692-3496

Irving Torres, NHC Pittsburgh Program Director; irving.torres@allegHENYcounty.us or 412-578-2314

Host Site Assurances

By signing below the Host Site is confirming the following:

- The position description activities do not put member(s) at risk for exceeding the limitations on allowable fundraising activities as outlined in requirements of 45 CFR §§ 2520.40-.45? 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
- 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
- The member position activities follow 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
- The member will not engage in AmeriCorps prohibited activities as outlined in 45 CFR §2520.65? https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf

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

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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: