



# NHC Member Position Description 2020-2021



**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:** Health Educator
- **Host Site Position Title:** Youth Engagement Program Coordinator

**AMERICORPS PROGRAM**

**Program:** National Health Corps  
**NHC City:** Pittsburgh

**HOST SITE NAME & LOCATION**

Main Location:

Adolescent and Young Adult Medicine, UPMC Children’s Hospital - 120 Lytton Ave, Mezzanine Floor Suite M060 Pittsburgh, PA 15213

Additional Service Site:

412 Youth Zone – 304 Wood Street, 5<sup>th</sup> & 6<sup>th</sup> Floor Pittsburgh, PA, 15222

**ORGANIZATION DESCRIPTION & MISSION**

The mission of the Division of Adolescent and Young Adult Medicine is to improve the health and well-being of youth through:

- Accessible health care services for adolescents in the context of their family, culture and community
- Interdisciplinary adolescent health care education for health professional trainees and practitioners as well as youth, families, and communities
- Research to increase understanding of disparities in adolescent health, promote adolescent health equity, and improve adolescent health outcomes
- Engagement with youth in their communities as their adult allies and advocates

The Division of Adolescent and Young Adult Medicine at UPMC Children’s Hospital of Pittsburgh concentrates on reaching underserved youth by collaborating with community partners to facilitate seamless linkage to relevant resources and additional supports in the community. The Division works

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with community organizations including the Shuman Juvenile Detention Center and the 412 Youth Zone to decrease disparities in healthcare delivery and to promote health and well-being of all youth.

### MEMBER POSITION PURPOSE

The purpose of the healthcare member will be to engage with youth through the CHANGE program and 412 Youth Zone in the following ways:

- Creating and facilitating health-related educational programming about:
  - The opioid crisis and responsible prescription drug use
  - Nutrition and healthy lifestyles
- Identifying and coordinating community partnerships to foster active, accessible community engagement for youth.

### 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.

### SITE CONSIDERATIONS

**Is your site accessible via public transportation (if yes, what line/route)?** YES: Port Authority of Allegheny County, Pittsburgh, PA-Greater Pittsburgh's public transportation system. Adolescent Medicine is located in Oakland on many bus lines including: 54, 58, 61, 71, 67, and 69. The 412 Youth Zone is located in downtown Pittsburgh and is accessible by 61 and 71 bus lines.

- Monthly public transportation passes are available for Host Site service activities and will be provided by the Host Site.

**Does this position require the use of a personal vehicle?** No

**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.**

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**Organization dress code:** Business Casual in accordance with the UPMC dress code. A professional appearance ought to be maintained at all times. Clothing must be clean, neat, and odor free and appropriate undergarments are to be worn. Examples of appropriate business casual attire includes: slacks, collared shirts (with or without tie), sports coats, blazers, sweaters, skirts, dresses, hard soled shoes.

### EXPECTED SERVICE TIME REQUIREMENTS/SCHEDULE

- Monday- Friday business hours, limited evening and weekend hours required, as needed.
- How many hours of meaningful service do you anticipate the member serving weekly? 40 hours
- The members have the flexibility to take time off as necessary pending approval from the host site and program staff. This host site is rarely closed, but in the event the member needs to make up hours, there are evening and weekend events throughout the year.

### MEMBER ROLE/DESCRIPTION OF DUTIES:

- 1. Youth Outreach Programs:** The NHC member will work with physician leadership and the youth advisory network on the Children's Hospital of Pittsburgh transition program. Children's Hospital Advisory Network for Guidance and Empowerment (CHANGE) is comprised of individuals with chronic illness and/or disabilities who require ongoing medical attention and support. These individuals have complex medical needs and often experience medical procedures and interventions, potentially increasing their exposure to prescription opioids. The member will have an opportunity to provide early intervention through education about safe use and disposal of these medications. Obesity rates for youth and adults with disabilities are between 38-58% higher than youth and adults without disabilities. Through educational programming and engaging CHANGE members in accessible, active activities, the member will have an opportunity to work to reduce these disparities.
- **Roles:**
    - The member will facilitate educational programming for CHANGE members about opioids.
    - The member will facilitate educational programming for CHANGE members about nutrition and accessible healthy lifestyles.
    - Identifying and coordinating community partnerships to foster active, accessible community engagement for youth
    - The member will coordinate outreach events for the CHANGE program to increase the number of youth, health care providers, and community partners participating in the program.

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- The member will support youth in the CHANGE program through mentorship and collaboration on individual and small group projects that promote self-efficacy while engaging with the community.
  - The member will attend monthly CHANGE program meetings.
  - The member will sit on the CHP Transition Task Force to promote youth interests to providers across service settings.
- 2. 412 Youth Zone:** The 412 Youth Zone serves adolescents and young adults who are transitioning out of the foster care system and offers services including life skills classes, housing assistance, education/workforce resources, legal aid, prevention education and medical and behavioral health services. The NHC member will play a key role in Adolescent Medicine’s collaboration with the 412 Youth Zone by promoting health care education for unaccompanied youth and young adults and promoting interagency collaboration in order to connect youth to additional resources. Youth who have engaged with the foster care system are at risk for nutritional deficiencies that may be related to food insecurity and poor diet. The member will have an opportunity to provide education about nutrition, healthy lifestyles, and strategies for maintaining a healthy diet with fewer resources. Furthermore, recent studies indicate parental substance use as a factor in approximately 32% of all foster care placements. Providing education to youth who have transitioned out of the foster care system serves as an opportunity to work towards breaking the substance use cycle.
- **Roles:**
    - The member will offer education to youth about opioids.
    - The member will utilize Screening, Brief Intervention, and Referral to Treatment (SBIRT) to appropriately respond to youth engaging in substance use.
    - The member will provide educational programming for youth at the 412 Youth Zone about nutrition, healthy lifestyles, and maintaining a balanced diet with fewer resources.
- 3. CHP Wide Transition Task Force Programming:** The NHC member will work collaboratively and independently to support the expansion of CHP transition services, including planning the first annual CHP Transition Day, evaluating portable medical summaries in order to tailor them to transition services, and support clinical settings seeking to advance their transition services.
- **Roles:**
    - The member will work collaboratively by sitting on the CHP Wide Task Force with physicians, advocates, and youth partners.
    - The member will evaluate portable medical summary paperwork in order to help tailor paperwork to include transition services.
    - The member will use their knowledge to support clinical settings seeking to advance their transition services.

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**4. Adolescent Medicine Food Pantry:** The NHC member will maintain the new Adolescent Medicine food pantry by prepping and supplying backpacks with nonperishable food items to adolescent medicine clinics, monitoring their distribution, and reporting data on the program.

- **Roles:**
  - The member will lead the adolescent medicine food pantry.
  - The member will pack backpacks with nonperishable food items and distribute them to adolescent medicine clinical settings.
  - The member will track the distribution and report data on the outcomes.

In working with the Division of Adolescent and Young Adult Medicine, the NHC member will have opportunities to engage with youth who are at risk of experiencing opioid use. The position will allow the member to participate in Screening, Brief Intervention, and Referral to Treatment (SBIRT) trainings and utilize these skills with youth. The member will then provide education to at risk youth on substance misuse and risk reduction. When working with the staff at the 412 Youth Zone the member will have the opportunity to disseminate knowledge gained about identifying youth at risk and refer to appropriate resources. The activities the member will participate in aim to decrease risk of opioid dependence in youth who engage in these programs. Each role will promote awareness of opioid dependence and risk among the communities the 412 Youth Zone and CHANGE program serves.

PROGRAM, PROJECT, OR INITIATIVE NAME	MEMBER ACTIVITIES AND PURPOSE OF SERVICE	MEMBER OUTPUTS	NHC PERFORMANCE MEASURES (PMs) THIS ACTIVITY FALLS UNDER ( <i>if any</i> ).
<b>CHANGE Program Responsibilities (50%)</b>			
Opioid Education Program	<ul style="list-style-type: none"> <li>● Member will create an opioid education curriculum to teach to youth</li> <li>● Member will conduct educational program with CHANGE members</li> </ul>	<ul style="list-style-type: none"> <li>● The member will teach 2 classes</li> <li>● The member will create 1 educational hand out</li> <li>● The member will create 1 curricula</li> </ul>	

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<p>Nutrition and Healthy Lifestyles Education Program</p>	<ul style="list-style-type: none"> <li>• Member will create a nutrition and healthy lifestyle curriculum to teach to youth that includes at least 4 sessions.</li> <li>• Member will conduct educational programming with CHANGE members</li> <li>• The member will work individually with interested CHANGE members on developing healthy eating plans and/or accessible exercise routines</li> <li>• The member will foster a collaborative relationship with the 412 Food Rescue to incorporate cooking classes into CHANGE programming</li> </ul>	<ul style="list-style-type: none"> <li>• The member will lead at least 4 CHANGE group meetings, incorporating healthy lifestyles as a theme and presenting their curricula</li> <li>• The member will create multiple educational handouts or worksheets to coincide with the curricula</li> <li>• The member will create and lead discussions with topics related to healthy lifestyles and nutrition.</li> <li>• The member will work individually with at least 2 members on nutrition and healthy lifestyles</li> </ul> <p>The member will collaborate with 412 Food Rescue to incorporate healthy cooking classes into at least 2 CHANGE meetings.</p>	
<p>Community Partnership Outreach and Event Coordination</p>	<ul style="list-style-type: none"> <li>• The member will identify and build relationships with community-based organizations</li> <li>• The member will coordinate outreach events for the CHANGE program to foster accessible, active community engagement for youth</li> <li>• The member will participate in community events to represent the CHANGE group and recruit new members</li> </ul>	<ul style="list-style-type: none"> <li>• The member will facilitate relationships with at least 2 new community based organizations</li> <li>• The member will coordinate at least 4 events for CHANGE members to engage with the community</li> </ul>	

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		<ul style="list-style-type: none"> <li>The member will coordinate at least 4 accessible, active events for CHANGE members</li> </ul> <p>The member will attend at least 2 events to present and/or table to recruit youth, providers, and community partners.</p>	
Individual Project Mentorship	<ul style="list-style-type: none"> <li>The member will meet individually with members of the CHANGE program to assist with the creation and completion of individual projects.</li> </ul>	<ul style="list-style-type: none"> <li>The member will help guide at least 2 members in identifying an area of interest for an individual research project</li> <li>The member will assist at least 2 members in creating and completing their individual projects</li> </ul>	
<b>412 Youth Zone Responsibilities (20%)</b>			
Opioid Education	<ul style="list-style-type: none"> <li>Member will create an opioid education curriculum to teach to youth</li> <li>Member will conduct educational program with youth at the 412 Youth Zone</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>The member will create 1 curricula for youth</li> <li>The member will teach at least 6 classes for youth.</li> <li>The member will create at least 2 educational hand-outs or worksheets for youth.</li> <li></li> </ul>	
SBIRT Intervention with Youth	<ul style="list-style-type: none"> <li>The member will implement SBIRT intervention at the Youth Zone.</li> <li>The member will meet with youth who endorse substance use individually to provide brief intervention and referral to treatment.</li> </ul>	<ul style="list-style-type: none"> <li>The member will provide SBIRT to at least 10 youth</li> </ul>	

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<p>Nutrition and Healthy Living Education Program</p>	<ul style="list-style-type: none"> <li>• Member will create nutrition and healthy living curriculums for use with 412 Youth Zone members</li> <li>• Member will conduct educational program with youth at the 412 Youth Zone</li> </ul>	<ul style="list-style-type: none"> <li>• The member will create at least 4 educational curricula</li> <li>• The member will design at least 4 educational activities to conduct with youth at the 412 youth zone incorporating healthy lifestyles and nutrition.</li> <li>• The member will create at least 4 educational hand outs or worksheets to accompany activities/trainings conducted at the 412 Youth Zone</li> <li>•</li> </ul>	
<p><b>CHP Wide Transition Task Force Programming (15%)</b></p>	<ul style="list-style-type: none"> <li>• The member will work collaboratively by sitting on the CHP Wide Task Force with physicians, advocates, and youth partners.</li> <li>• The member will evaluate portable medical summary paperwork in order to help tailor paperwork to include transition services.</li> <li>• The member will use their knowledge to support clinical settings seeking to advance their transition services.</li> </ul>	<ul style="list-style-type: none"> <li>• Member will attend at least 8 CHP Transition Task Force and Subcommittee Meetings</li> <li>• Member will work with a minimum of 12 CHP clinics to identify opportunities to adjust transition care efforts</li> </ul>	
<p><b>Adolescent Medicine Food Pantry (5%)</b></p>	<ul style="list-style-type: none"> <li>• The member will lead the adolescent medicine food pantry.</li> <li>• The member will pack backpacks with nonperishable food items and distribute them to adolescent medicine clinical settings.</li> <li>• The member will track the distribution and report data on the outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Member will pack a minimum of 50 backpacks for food distribution</li> <li>• Member will report distribution numbers monthly</li> </ul>	



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	<ul style="list-style-type: none"> <li>The member will design and include resources on summer feeding programs, school lunches, and SNAP to be included in each backpack</li> </ul>	<ul style="list-style-type: none"> <li>Design and include outreach materials for summer feeding programs, school lunches, and SNAP</li> </ul>	
<p><b>Center for Opioid Recovery Partnership (10%)</b></p>	<ul style="list-style-type: none"> <li>The member will meet with the Adolescent Medicine attending physician working at COR to collaboratively brainstorm and enact strategies for supporting youth experiencing opioid misuse.</li> <li>The member will facilitate community outreach to gather data about current support programs available to youth experiencing opioid misuse in local high schools and universities.</li> </ul>	<ul style="list-style-type: none"> <li>Member will meet with attending physician a minimum of 3 times</li> <li>Member will contact a minimum of 10 universities or high schools to discuss support programming in place</li> <li>Member will facilitate and maintain relationships with these schools during their service year</li> </ul>	
	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<p><b>SITE ORIENTATION AND TRAINING</b></p>			
<p>The member will be incorporated into multidisciplinary teams across each of these settings. Depending on the program, bi-weekly or monthly meetings will offer the member the opportunity to develop a sense of community with the CHP staff as well as the staff of the 412 Youth Zone and CHANGE program members. Caitlin will assist in transitioning the NHC member between the settings and help promote the member’s relationships with staff across settings. Caitlin will also clarify the boundaries of the member’s roles and responsibilities to staff accordingly.</p>			
<p><b>SITE MEMBER QUALIFICATIONS</b></p>			
<ul style="list-style-type: none"> <li>Describe the traits that will help the member succeed in this position:             <ul style="list-style-type: none"> <li>Enthusiasm for the mission of improving community health and well-being</li> <li>Compassion, patience, and an eagerness to learn from patients, youth, community partners, and multidisciplinary team</li> <li>Flexibility to serve across various health-related disciplines</li> <li>Dedication, reliability, and passion for service</li> <li>Commitment to respecting the inherent dignity and worth of all individuals</li> </ul> </li> <li>List the minimum qualifications, training, or experience required to be successful in the position:</li> </ul>			

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- A bachelor's degree in any applicable field is preferred
- Outreach and/or education experience
- List the skills and/or experience that will help a member succeed in this position:
  - Strong interpersonal skills and an ability to participate in open, positive communication
  - Excellent time management, organization, and planning
  - Critical thinking and problem-solving skills

### 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.
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

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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 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;

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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:

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

### NHC PROGRAM DIRECTOR AND SITE SUPERVISOR INFORMATION

Elizabeth Miller, MD, PhD | Program Director, Division of Adolescent and Young Adult Medicine | (412) 692-8504 or [Elizabeth.miller@chp.edu](mailto:Elizabeth.miller@chp.edu)  
Irving Torres | NHC Pittsburgh Program Director | [irving.torres@alleghenycounty.us](mailto:irving.torres@alleghenycounty.us). | 412 578 2314

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### 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](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 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](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](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

**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:**