

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:

Patient Support Specialist- Mobile Medical Unit

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.

NHC Member Position Description 2018-2019

Primary: Squirrel Hill- 4516 Browns Hill Rd Pittsburgh, PA 15217
Secondary: Brentwood- 103 Towne Square Way Brentwood, PA 15227

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

Squirrel Hill Health Center provides patient-driven, high-quality, comprehensive, primary and preventive healthcare and support services, without regard for patients' insurance status or ability to pay. SHHC strives to create a welcoming environment, with special sensitivity for patients' race, national origin, primary language, religion, age, sexual orientation, gender identity, and disability status. Nearly half of SHHC's patients are refugees or immigrants with limited English proficiency; the most common language other than English is Nepali, followed by Spanish, Arabic, Russian and Burmese/Karen. Services range from prenatal care through geriatrics. About 74% of current patients have no insurance or Medicaid insured. Services are provided on site at our Squirrel Hill and Brentwood locations, and through a mobile medical unit, which brings the primary care office to some of the most isolated residents of our region, including adults with serious and persistent mental illness, refugees, and women in recovery from addiction.

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.

This member will coordinate the Squirrel Hill Health Center's Mobile Unit schedule and provide case management services for all patients see on the Mobile Unit. The member will also oversee Tuberculosis treatment tracking for all SHHC patients who require these services.

MEMBER TERM OF SERVICE

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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)?:

Squirrel Hill- 61C, 61D, 64

Brentwood- 51, Y46, Y49

Does this position require a personal vehicle?: Yes

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

Submission of receipts and reimbursement form

Organization dress code:

Business 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.:
Monday-Thursday 8:30AM-5PM, Friday 7:30AM-4PM

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- 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.

In addition to the typical business schedule listed above, we offer some evening (Tuesday and Thursday) and weekend (Saturday and Sunday morning) appointments for patients at both of our locations on a rotating schedule. There is opportunity for service hours during these extended hours which will also allow members to interact directly with patients, as well as by phone.

MEMBER ROLE/DESCRIPTOIN OF DUTIES:

- Describe the specific program(s), project(s), or initiative(s) that the member will serve with:

In addition to the primary care, mental health, Medically Assisted Treatment (MAT), dental, OB/GYN, and case management services offered at Squirrel Hill Health Center, we also operate a mobile medical unit, which is used to bring primary care to serve area residents for whom getting to the doctor's office is a barrier to care. Working in collaboration with community partner agencies, the mobile unit currently goes out approximately 12-16 hours per week, with expansion of hours planned for 2018-19. The AmeriCorps member will be a key member of the Mobile Unit team, providing the same set of comprehensive and culturally competent set of services patients receive at the office. Many of the patients seen on the mobile unit need assistance while on the mobile unit; the member will directly serve patients in need of care coordination and navigation and will also serve at the liaison between the care team and the patient. The AmeriCorps member will also help with other patient support programs including nutrition education, smoking cessation, and refugee health orientation. In general, the member will enhance and expand service offerings to our patients.

The mobile unit brings the primary care office to women in recovery from addiction at the POWER halfway house; adults with serious and persistent mental illness receiving behavioral health care at Milestone Community Mental Health Center's sites; individuals living in the Beechview neighborhood; patients accessing outpatient opioid treatment at Tadiso, Inc.; refugees living in an isolated apartment complex in the Prospect Park and Leland Point communities, where there is not accessible health care; . In each case, SHHC works with the collaborating agency at the location to coordinate appointments and ensure appropriate follow up and access to care. The AmeriCorps member will be the point person in coordinating services so that patients seen on the mobile unit receive the full benefit of SHHC's coordinated, patient centered care.

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In providing vital care navigation services to the mobile unit patients, the AmeriCorps member will enhance access to health care for a critically underserved portion of our patient population, working directly with patients to enhance their health care and quality of life, as well as serving as an integral part of SHHC's service team.

- 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 member will help increase access to healthcare services by coordinating the patient schedule for the Mobile Unit. The member will help the patients seen on the Mobile Unit access other healthcare services such as specialist office appointment, and other community resources such as food banks. The member will also serve patients who are receiving treatment for latent tuberculosis by tracking their treatment and helping patients to coordinate all appointments necessary for the completing of their testing and treatment.

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

The member will be directly responsible for meeting with these patients (Mobile Unit and tuberculosis treatment) and coordinating their care. The member will also be a main point of communication for the Mobile Unit team, which includes primary care providers and a Medical Assistant driver.

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

The member will be increasing health education services for our patients through their direct patient contact with individuals receiving tuberculosis testing and treatment, The member will also increase access to care both through the individuals serviced by scheduling appointments on the Mobile Unit and with external specialty medicine providers.

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

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The member will be serving in a unique role that has not been performed by staff or volunteers. The member alone will be responsible for Mobile Unit coordination and tuberculosis tracking (with appropriate guidance from clinical providers who are treating the patients). The member position allows us to increase the case management and coordination services available for our patients.

- 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 member will not be involved in any fundraising 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/cgibin/textidx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540_1100

SHHC will not use an AmeriCorps member to in any way that violates CFR §2540.100 including but not limited to: supplanting state or local funds with federal funds; engaging in prohibited religious or political activities; impairing existing contracts or collective bargaining agreements; duplicating an already available activity; and/or displacing an employee, former employee, position or volunteer in any of the ways enumerated in the Code.

- 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

Training will not exceed 20% of the member's service hours.

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- 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 member will fill a unique role within the SHHC team and will not be supplementing, duplicating, or displacing staff.

- 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 involved in any AmeriCorps prohibited activities.

- 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

Nearly half of SHHC's patients are refugees or immigrants with limited English proficiency and approximately 74% of current patients have low incomes and are either uninsured or Medicaid insured. In addition, there are several high risk groups that SHHC provides care for, including: uninsured pregnant women, vulnerable older adults, refugees, adults with chronic medical and mental illness, and patients in substance abuse recovery. The member will be working directly with these vulnerable populations daily on the mobile unit.

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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 MEASURE(S) AND ALIGNMENT WITH NHC MISSION THIS ACTIVITY FALLS UNDER <i>(if any)</i> .
Mobile Unit Patient Support (35%)	Member will staff and coordinate appointments for the Mobile Unit. The member will have a number of important responsibilities in this role including patient reminder calls, patient check-in, insurance verification, and follow up appointment scheduling. The member will act as a liaison between the patient and SHHC, providing them with enhanced access to comprehensive primary care and healthcare navigation services. The member will allow the health center to provide these isolated patients with the in-depth care and coordination they require to reach improved health outcomes. Without the member would be unable to provide the same depth of resources on the mobile unit that we do in our physical office.	Member will assist 300+ Mobile Unit patients with appointment scheduling and insurance verification.	Deliver Health Information Health Care Service Enrollment and Scheduling
Health Benefits Application Assistance (5%)	Member will verify patients insurance at the time of their appointment. If uninsured, the member will educate the patient on SHHC's benefits program and assist them in completing the application. If the application requires more information/ further proof of income, the member will follow up to ensure the patients continued access to affordable health care.	Member will assist 25 patients with SHHC's health benefits program	Deliver Health Information Health Insurance Screening and Enrollment Assistance Health Insurance Enrollment
Care Navigation (40%)	Member will serve as care navigator on the Mobile Medical Unit. The member will be responsible for assisting patients in making referral appointments, providing them with transportation information, and preparing them for what to expect at their specialty care appointments. If the patient is uninsured, the member will provide the patient with affordable self-pay and/or free options. The member will also track	Member will assist 200+ patients with referrals to specialty providers and/or testing.	Health Care Service Enrollment and Scheduling Health Insurance Enrollment Primary Health Care Service Use Social Service Navigation

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	follow up on referrals and testing to ensure patients receive proper care. For SHHC's non-English speaking patients, this process will also require coordination with outside providers to provide interpreters for non-SHHC appointments to ensure the patient receives culturally competent and linguistically appropriate care.		
Health education campaigns (5%)	Member will be responsible for the creation and distribution of educational materials, including pamphlets and bulletin boards. Possible topics include tobacco cessation, women's health, and childhood immunizations	Member will create 4 bulletin board presentations throughout the service year. Will work on flu campaign during flu season to distribute culturally competent flu prevention education.	Health Education
TB Treatment Tracking and Follow Up (15%)	A portion of newly arriving refugee patients are diagnosed with latent TB (meaning they are infected with Mycobacterium tuberculosis, but do not have active tuberculosis disease). This diagnosis requires 6 to 9 months of pharmaceutical treatment with regular follow ups and blood work. This regimen can be very complicated and difficult to complete for refugees and immigrants, given inflexible work schedules, transportation barriers, and childcare. SHHC does not have the capacity at the moment to closely follow these patients and provide the in-depth education we feel this population requires to have a full understanding of their treatment. The member will expand our ability to treat these patients and ensure positive health outcomes in the future.	During the service year, the member will assist 100 patient in completing latent TB treatment	Health Education

SITE ORIENTATION AND TRAINING

- Briefly describe the orientation process at the site for members:
The member's orientation will include several weeks of shadowing staff to learn the organization structure and roles within the SHHC team. We will provide training in our electronic health record system, NextGen; as well as on the ground training and support in care navigation, refugee and immigrant populations, and the clinical outcomes being measured throughout the service year. The member will also receive training from SHHC nurses. The member will be treated as a valued member of the SHHC team, expected to

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participate in SHHC staff meetings and trainings as appropriate, and will have access to SHHC's clinical staff, including Chief Medical Officer, Andrea Fox, MD, physicians, nurse practitioners, RNs, behavioral health, and dental staff.

- 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 member will participate in staff meetings and retreats. The member will be encouraged to attend trainings and resource fairs to connect with other members and service providers and broaden their knowledge of resources in Allegheny County,

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

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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 **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).:

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An ideal SHHC AmeriCorps member will be a highly motivated individual who takes initiative and works well independently. Flexibility is a must. Member must be patient and a sense of humor is helpful to deal with the occasional challenges of working on the mobile unit and in shared workspace. A passion for working with underserved patients from a variety of cultural backgrounds is also an absolute requirement.

- Please list the minimum qualifications, training, or experience required to be successful in the position).: A member should have a 4 year degree and experience working directly in service with individuals.

- Please list the skills and/or experience that will help a member succeed in this position (e.g. customer service, language skills). Ideally, the member will have a relevant Bachelor's degree from a 4 year degree program, such as Social Work, Health Education, Biological Sciences, etc. MSW or MPH would be a plus. A background in nutrition is a plus. Any foreign language skills are a plus, especially Spanish or Nepali. Member should be computer savvy and very familiar with Microsoft Office Suite.

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;

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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
- Provide the name, job, title and contact information of the members' host site supervisor
Katie Fitzsimmons, MSW
Manager of Care Navigation
412-904-5284
kfitzsimmons@squirrelhillhealthcenter.org

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:

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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: