



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. The Health Educator will support SHIM's food pantries by assisting with food transport, volunteer stocking days, and interacting with clients. The member will also create, facilitate, and/or coordinate health related workshops or groups and resources for SHIM's food pantries, family center, early childhood, afterschool, and youth mentoring programs.
- NHC Position Title: (to be completed by NHC staff)
- Host Site Position Title: Health Educator

AMERICORPS PROGRAM

Program: National Health Corps

Location: Pittsburgh, PA

HOST SITE NAME & LOCATION

- Identify the specific host site location and/or service sites(s) where a member will complete his or her service. Include the full address of the site where this position will be taking place.

NHC Member Position Description 2018-2019

5301 Park Ave Bethel Park, PA 15102 (main location)

Two other SHIM food pantries are located at 1450 Maple Drive Pittsburgh, PA 15227 and 201 Knoedler Rd, Pittsburgh, PA 15236.

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

SHIM's vision is an inclusive community where everyone has the opportunity to thrive. The mission is that SHIM mobilizes community resources and implements sustainable programs that compassionately help our neighbors meet basic needs, achieve self-sufficiency, and build community.

SHIM's fully stocked food pantries help neighbors put healthy meals on the table, as they're stocked with non-perishable staples (like canned meats, dried beans, rice and cereal), personal care items, baby food and diapers, household cleaning supplies, and fresh items like meat, cheese, eggs and produce (from our community gardens during the growing season). We have sites at SHIM Center at Bethel Park, SHIM Family Center at Prospect Park, and Baldwin United Presbyterian Church.

SHIM's food pantries serve people who reside in the following school districts: Baldwin-Whitehall, Bethel Park, South Park, Keystone Oaks, Mt. Lebanon and Upper St. Clair. The South Hills is also home to the largest community of refugees in the Pittsburgh region. SHIM is committed to providing support for these families who have settled in the United States to make a better life for themselves.

SHIM's work centers around three key areas: meeting basic needs, achieving self-sufficiency, and building community. Our Basic Needs programs include three food pantries, the Community Closet at SHIM (clothing), information and referral services, and utility assistance through the Dollar Energy Fund. Self-sufficiency programs include service coordination, family support, and children and youth programs. SHIM builds community through a network of volunteers as well as 15 community gardens.

Suburban poverty in the Pittsburgh region is growing five times faster than in the city. Families are struggling with poverty, hunger, and building a better life. More than 2,600 people, about 800 families, use SHIM's food pantries each year. 49% of households have at least one wage earner—but do not earn a living wage, and rely on SHIM for food. According to the Pennsylvania Department of

NHC Member Position Description 2018-2019

Education, 21% of children in the school districts served by SHIM are eligible for free and reduced school lunches. The number of eligible children has grown in each of the last 5 years in every school district SHIM serves.

The goal of SHIM's food pantry program is to provide regular, healthy food to families in need. Additional support services provide extra support for families so that they can work towards self-sufficiency.

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.

As the Health Educator, the member will create, facilitate, and/or coordinate health related workshops or groups and resources for SHIM's food pantries, family center, early childhood, afterschool, and youth mentoring programs. The member will increase access to health resources and services to those in need at SHIM's food pantries.

MEMBER TERM OF SERVICE

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

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

SITE CONSIDERATIONS

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

Bethel Park: Blue Line

Prospect Park: Y49

Baldwin: Y47

NHC Member Position Description 2018-2019

Does this position require a personal vehicle?: Yes.

How will your organization reimburse the member for transportation costs?: When an expense report is filled out and signed by a supervisor, the member will be sent a reimbursement check.

Organization dress code: The dress code depends on the activity for the day, but it is generally casual. Jeans are acceptable.

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 – Friday 8:30 am – 4:30 pm. Some food pantries are open until 5 or 6pm and occasional evenings or weekends are required.

- 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.

SHIM can be flexible with schedules and works with members to ensure all hours are completed.

MEMBER ROLE/DESCRIPTION OF DUTIES:

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

Member will primarily work with:

SHIM Food Pantry: Our fully stocked food pantries help neighbors put healthy meals on the table, as they're stocked with non-perishable staples (like canned meats, dried beans, rice and cereal), personal care items, baby food and diapers, household cleaning supplies, and fresh items like meat, cheese, eggs, and fresh produce (from our community gardens during the growing season). We have sites at SHIM Center at Bethel Park, SHIM Family Center at Prospect Park, and Baldwin United Presbyterian Church. SHIM's food pantries serve people who reside in the following South Hills neighborhoods: Baldwin-Whitehall, Bethel Park, South Park, Keystone Oaks, Mt. Lebanon and Upper St. Clair school districts. Here, families may pick out the items they need for nutritious, balanced meals.

NHC Member Position Description 2018-2019

Health Education Workshops and Resources will also be provided for the following programs that work primarily with (but not limited to) immigrant and refugee families.

Early Childhood Program: SHIM's Early Childhood program works with three and four year olds to prepare for them for kindergarten. Four year olds meet Monday, Wednesday, and Friday while three year olds meet Tuesday and Thursday.

Afterschool Program: 75 kindergarten through 5th graders received homework assistance afterschool four days a week from paid staff and volunteers. After homework is completed, students participate in enrichment activities like science and art projects, gym, cooking, etc...

Youth Mentoring Program: SHIM's Youth Mentoring Program works with 50-60 middle and high school students. Our mentoring program is designed to foster the academic and emotional development of middle and high school students, empowering them to graduate from high school and achieve post-high school success in college or the workplace. Volunteer mentors meet for two hours, one evening a week, to plan fun activities, lead discussions about positive decision-making, and help students think about options for their futures.

Summer Camp: SHIM's summer camp, children in grades Pre-K-8 engage in arts, crafts, games, group activities, and playground time. Special events include swimming lessons at the Whitehall Borough Pool, camp Olympics, guest speakers, and field trips. A healthy breakfast, lunch and snack are provided each day.

Family Center: SHIM's Prospect Park Family Center provides home visits, child development screenings and group activities to families. Other programs include counseling, Women's and Men's Group, and Nurturing Parenting classes.

- 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:
- Create and implement a survey or needs assessment for food pantry clients to gather information on client health concerns and what clients are interested in learning more about
- Increase access to health resources and services to those in need at SHIM's food pantries
- Create, facilitate, and/or coordinate nutrition and health related workshops or groups and resources for SHIM's food pantries, family center, early childhood, afterschool, and youth mentoring programs
- Lead volunteer stocking days at food pantries
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NHC Member Position Description 2018-2019

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

The Health Corps AmeriCorps member with South Hills Interfaith Movement (SHIM) will serve as part of a team to provide direct services to South Hills residents, including a growing number of refugee and immigrants. The member will provide a variety of health educational opportunities and resources to all SHIM programs.

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

By serving with SHIM food pantries and providing education and resources to SHIM programs, the member's primary activities will align with the following performance measures:

- Health Education
 - Social service navigation
 - Deliver information about health insurance, health care access, and health benefits programs
 - Health insurance capacity building
 - Non-member volunteer recruitment and management
- Clearly define how member activities will not duplicate and/or displace existing staff, volunteers or interns' duties at site.:
This is the first time SHIM has created a position (volunteer or staff) of Health Educator.
 - Clearly ensure that the position description activities do not put member(s) at risk for exceeding the limitations on allowable fundraising activity as outlined in requirements of 45 CFR §§ 2520.40-.45?:
https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf

The position description activities do not put the member at risk for exceeding the limitation on allowable fundraising activity as outlined.

NHC Member Position Description 2018-2019

- 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

The position description activities do not violate the restrictions.

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

The member will receive no more training than 20 percent of the aggregate of the total member service hours.

- 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 position activities follow the requirements.

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

The member will not conduct 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

Direct service with clients during weekly food pantries, individual meetings, and other workshops through SHIM programs (afterschool, ECP, summer camp, youth mentoring).

NHC Member Position Description 2018-2019

| 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). |
|--|--|---|---|
| Health Related Workshops and Resources 90% | Create, facilitate, and/or coordinate nutrition and health related workshops or groups and resources for SHIM's food pantries, family center, early childhood, afterschool, and youth mentoring programs | 10 events /month (includes food pantries and other programs) 500 households, 1700 individuals/month | Health Education, social service navigation, Deliver information about health insurance, health care access, and health benefits programs |
| | | | |
| Volunteer 10% | Lead volunteer stocking days at three food pantries | 3-4 days/month | Non-member volunteer recruitment and management |

NHC Member Position Description 2018-2019

SITE ORIENTATION AND TRAINING

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

The site supervisor will provide the orientation for the member. This will include SHIM history, programs, tours of the three SHIM locations, and introductions to staff and volunteers. The site supervisor will ensure that the member's desk, phone, and laptop are ready to go when the member arrives. Information on who to contact for phone and IT support will be provided on the first day. The member will learn where to find supplies as well as where to keep and make lunch, etc. in all locations. During the first week, the member will meet staff and observe programs like food pantry, the early childhood program, and after school program. The member will also meet with the Volunteer Manager as well as the Dir. of Finance and Admin to learn about any policies that pertain to an AmeriCorps member.

SHIM will ensure that the member feels comfortable to reach out to staff with any questions. All staff members are able to support the development and learning of the member.

- 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 have the opportunity to participate in any staff trainings and well as attend all staff meetings. The member will engage with staff members of all programs, as well as volunteers including other AmeriCorps members serving at SHIM.

In addition to the listed member responsibilities, the member will also have the opportunity if they desire to participate in other SHIM programs such as youth mentoring or afterschool.

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.

NHC Member Position Description 2018-2019

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 **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;

NHC Member Position Description 2018-2019

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).:

- Self-motivated
- Flexible and easy going
- Enjoys working with people of all ages and backgrounds
- Desire to work with and learn about people from different countries and cultures
- Strong interpersonal, organizational, written, and verbal communication skills

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

- Bachelor's Degree in the social or health sciences, public health, nutrition, or related field required
- Knowledge of basic office computer software (Microsoft Office) and Internet
- Valid driver's license and own transportation
- Ability to lift up to 40 pounds

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

- Experience in issues related to nutrition, education, wellness
- Experience working with people of all ages

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

NHC Member Position Description 2018-2019

aspect of their performance review, they can indicate that on the review and they may appeal to the Program Director in writing, according to the grievance procedure. NHC members will be evaluated according to the following criteria:

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

EMPLOYMENT STATUS OF AMERICORPS MEMBERS IN THIS POSITION

For guidance related to the employment status of AmeriCorps members please refer to the below link:

<http://www.nationalservice.gov/documents/main-menu/2015/frequently-referenced-resources-about-employment-status-ameri-corps-members>

AMERICORPS BRANDING AND MESSAGING

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

<http://www.nationalservice.gov/documents/ameri-corps-state-and-national/2015/ameri-corps-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
Molly Patterson
Senior Operations Coordinator
Mpatterson@shimcares.org
412-854-9120 ext 108

SIGNATURES

NHC Member Position Description 2018-2019

| | |
|---|--------------|
| 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: |