

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. Outreach Coordinator
- NHC Position Title: (to be completed by NHC staff)
- Host Site Position Title: Outreach Coordinator

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.

WHE's office is located at 5877 Commerce Street, Pittsburgh, PA 15206 (East Liberty neighborhood of Pittsburgh). The community outreach would be geographically-focused on communities within Allegheny County that have a high percentage of immigrant residents.

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ORGANIZATION DESCRIPTION & MISSION

- Define the broad purposes that the program is aiming to achieve, describe the community the program is designed to serve, and state the values and guiding principles which define its standards

Many environmental hazards are present in the home that impact public health such as lead, radon, mold, pesticides and other harmful toxics. Every day, American consumers are exposed to harmful chemicals through the food they eat and the consumer products they use, but they remain largely unaware of the risk. Citizens count on the government to regulate these products, but only 200 (of more than 85,000) chemicals introduced into commerce since 1976 have been reviewed by the Environmental Protection Agency. A recent study indicates that exposure to many of those consumer products in the home is just as likely to contribute to smog as industrial sources, and it has been shown through scientific study that many of these are asthma and allergy triggers contributing to poor indoor air quality. This program aims to educate community members about such risks, but also provide solutions to remediate as well as eliminate the exposure.

Further, children are especially vulnerable populations that need our protection. Pound for pound, children breathe more air, drink more water, and consume more food than adults. They ingest, inhale and absorb environmental toxins found in everyday settings. There are many environmental hazards in early childhood centers and schools that can impact a child's development. Asthma rates in Allegheny County continue to be higher than the national average. This program aims to reach those most at risk: individuals with limited access to WHE's Healthy Homes information due to language barriers, as well as underserved community members who are cautious to receive help and support from government, most often due to landlord/tenant relationships.

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.

With this initiative, the member would reach resident of Allegheny County currently not being served by WHE programming – the multitude of immigrant populations. Through community education and outreach the member would be providing Healthy Homes programming to families who may be unfamiliar with many of the environmental hazards in the home due to cultural barriers and differences. Further, the community liaison would be focused on providing support for families whose children have a confirmed elevated blood lead level and are distrustful of government intervention but need support and guidance.

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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)?: Yes, Port Authority bus lines 71 A and 71 B

Does this position require a personal vehicle?: Yes

How will your organization reimburse the member for transportation costs?: Expense reimbursements are submitted to WHE's accountant on a weekly basis.

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 – Friday 8:30 am – 5:00 pm

- **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.**

There are seven holidays that the organization observes during the year. The member would be provided the opportunity to make up missed hours by offering the option of working on a different day of the week or weekend.

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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:

The member will work specifically with WHE's Healthy Homes program, which has a maternal and child health focus. WHE's educational sessions include a presentation on environmental hazards in the home, interactive discussion focused on a display of commonly used consumer products (many of which are harmful based on ingredients or marketed as "green," but are not), as well as a lesson on safer alternatives and do-it-yourself product creations, such as green cleaning products. A simple "Checklist for a Healthy Home" is provided to attendees so they can have a resource to implement practices discussed during the session. WHE has been active over the last several years on the issue of lead exposure in the home. The member would also work within this component of the Healthy Home program.

- 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:

Since 2009 WHE has delivered Healthy Homes programming to communities across southwestern PA. The member would significantly expand this outreach and education to populations that WHE currently does not currently reach, but is a priority for the organization – those community members who are non-English speaking. In addition, with the passage of the mandatory screening for lead, it is unknown whether the county will see an increase in confirmed elevated blood lead levels. We recognize this is a real potential and plan to develop a community advocate program to support and address the needs of those families. Oftentimes, nonprofits are looked to for resources, more so than government entities. WHE could help bridge that divide via this community liaison position.

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

Specifically, the member would act as a community liaison for WHE. The duties and responsibilities would include: act as a resource and advocate for those families in the community whose child has had an elevated blood lead level confirmation by assisting with early intervention referrals and encouraging investigation to take place (a percentage of investigations are often refused by the family); conduct outreach and educational programming (host workshops) to non-English speaking communities in the county; oversee development of educational resources being translated for immigrant populations; and create a social media presence for immigrant populations to ask WHE questions regarding creating a healthy home.

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

One of the main goals of NHC's mission is to empower youth and adults in underserved communities to make smart choices about their health and lead healthier lives. This objective aligns specifically with WHE's Healthy Homes program, which aims to educate community members about potential environmental hazards in the home (such as lead, radon, mold, pesticides, and consumer products) and provide solutions and prevention strategies to remediate such risk. In addition to focusing on a solutions-based approach, the member would incorporate Do-It-Yourself presentation that address healthier safe consumer products, many of which can be purchased at a local dollar store. An evaluation form is provided at the conclusion of each WHE program.

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

The member's activities will not duplicate existing staff, volunteer or intern duties. Currently, there is no community liaison within the organization that has a defined role of engaging families of children with elevated blood lead levels. Our work has been limited to outreach and education. However, we have learned through community engagement that this type of role is necessary for many families in underserved communities who have landlord/tenant concerns or other barriers such as language. Further, WHE staff has only provided educational programming to communities that are English-speaking. However, there is a gap and need to expand this outreach and programming to non-English speaking communities, which continue to grow in Allegheny County. The information provided in the Healthy Homes program is one that knows no boundaries and is heavily focused on maternal and child health.

- 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 activities conducted by the member will be program specific and not focus on WHE fundraising initiatives.

- 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

The position description does not violate AmeriCorps restrictions including: supplantation, religious use, political activity, contracts and collective bargaining agreements, nonduplication and nondisplacement.

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- 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

As defined in the CFR, no more than 20 percent of the aggregate of all member service hours in our program, as reflected in the member enrollments in the National Service Trust, will be spent in education and training activities.

- 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 € – (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 position description of activities does not, and will not, violate AmeriCorps restrictions related to supplementation, duplication or displacement. The position will serve as a community liaison/advocate and not duplicate existing government programs.

- 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

WHE staff has reviewed 45 CFR 2520.65 and confirms that the member will not be charge time to the AmeriCorps program, accumulate service or training hours, or otherwise perform activities supported by the AmeriCorps program for any activities defined within this section. Further, staff does not participate in any of these activities while on WHE time.

- 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

The member will be specifically working in underserved communities; however, the member will unlikely be engaging in activities that are focused on youth. The member would be introduced to other community-based organizations WHE has collaborated with that would be instrumental in accomplishing the member’s duties described in this application.

PROGRAM, PROJECT, OR INITIATIVE NAME	MEMBER ACTIVITIES AND PURPOSE OF SERVICE	MEMBER OUTPUTS (How many classes,	NHC PERFORMANCE MEASURE(S) AND
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(INCLUDE % TIME OVER TERM MEMBER WILL SPEND WITH THIS PROGRAM)	(List the key activities the member will be responsible for, for each program/project listed)	workshops, clients, patients etc. will the member conduct/serve under each activity)	ALIGNMENT WITH NHC MISSION THIS ACTIVITY FALLS UNDER (if any).
Healthy Homes Program (100%)	<ul style="list-style-type: none"> • Deliver community workshops focused on identifying environmental hazards in the home and providing solutions that focus on creating a healthy environment, with an emphasis on maternal and child health to immigrant populations in the county • Work with a reputable source to translate WHE's Healthy Homes program materials into several languages that represent the residents of the County. • Create an online social media presence for these populations • Create a presence for WHE as a community advocate for families who have children confirmed with elevated blood lead levels (this would assist with additional early intervention referrals and those who refuse lead investigations offered by the County) 	<ul style="list-style-type: none"> • Deliver three workshops per month or a total of 36 workshops in the County • Reach 300 people or greater in immigrant communities who indicate increased knowledge gained • Refer 10% of families impacted by lead to early intervention program for assessment • Reach 50% of families who refuse a County lead investigation to advocate on their behalf 	<ul style="list-style-type: none"> • Health Education • Social Service Navigation • Capacity building • Non member volunteer recruitment
SITE ORIENTATION AND TRAINING			
<ul style="list-style-type: none"> • Briefly describe the orientation process at the site for members: 			

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The orientation process would be approximately three days long and include an overview of the organization and its programs, policies and procedures; a through training specifically on the Healthy Homes program with accompanying handouts, research papers, and WHE PowerPoint; and community-based training so that the member could get acclimated to the underserved communities in which WHE is, or plans to become, engaged.

- 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.:

Three of WHE's staff members are equipped with the tools, resources and knowledge needed to successfully implement a Healthy Homes program – WHE's Executive Director, Director of Community Education and Healthy Homes Coordinator. The member would have access to each of these individuals throughout the work week. In addition to the training provided during orientation, the member could also be exposed to other development opportunities such as attendance at WHE board meetings; community health forums, webinars and conferences; and staff meetings. WHE staff are consistently paired with university students through formal mentor/mentee partnerships. Staff would view this role with the member as a mentorship opportunity as well.

MEMBER BENEFITS

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

412. **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

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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;
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.

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SITE MEMBER QUALIFICATIONS

- Please describe the traits that will help a member succeed in this position (e.g. outgoing, analytical, patient, good with children).:
 - Ability to work well with diverse constituencies.
 - Able to take initiative, think strategically, work cooperatively with a diverse group of people, and share responsibility.
 - Strong time management skills and the ability to respond to deadlines.
 - Excellent written and oral communication skills, including presentation skills and solid writing and editing abilities.
 - Ability to work irregular hours, including evenings and weekends.
 - Commitment to Women for a Healthy Environment's mission, including a strong interest and knowledge in environmental health topics and exposures.

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

Professional level of knowledge equivalent to that normally acquired through the completion of a Bachelor's degree from a college/university or any equivalent combination of experience and training (seeking advanced degree in the field of public health or related field preferred).

- Please list the skills and/or experience that will help a member succeed in this position (e.g. customer service, language skills).:
 - Experience in group facilitation and mobilizing constituents.
 - Experience in managing several projects simultaneously and the flexibility to move back and forth between projects when necessary.
 - Extremely computer-proficient including MS Office and database applications.
 - Understanding of website content management and social media.
 - Strong attention to detail and proven organizational and project management skills.
 - Fluency in second language preferred.

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;

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- 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-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

SIGNATURES

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

Host Site Supervisor Full Name (Print): Chelsea Holmes

Host Site Supervisor Signature:

Date: February 19, 2018

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:

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NHC Operating Site Director Full Name (Print):

NHC Operating Site Director Signature:

Date: