



NHC Member Position Description AMR21

Member Position

Outreach Coordinator

AmeriCorps Program

Program: National Health Corps Florida

Host Site Name & Location

CAN Community Health, 1435 Dunn Ave, Daytona Beach, FL 32114

Organization Description & Mission

The mission of CAN Community Health is to inspire and contribute to the health and well-being of those affected by HIV, Hepatitis C, and other sexually transmitted diseases by providing the best care through outreach, integrated clinical practice, advocacy, education, and research.

Member Position Purpose

The overall objective of this position is to expand the capacity, reach, and scope of CAN Community Health's Pre-Exposure Prophylaxis (PrEP) Program in Northeast Florida. This will be achieved via community networking, educational presentations, and coordination of HIV testing opportunities at opioid use recovery facilities, faith-based organizations, social services agencies, and private medical practices, amongst others. Additionally, this individual will be linking individuals at risk of acquiring HIV to CAN Community Health's PrEP care and treatment services via education and by serving as a point of contact for community-based agencies. Finally, the position will involve developing CAN's educational materials focused on PrEP, and on the collection and tracking of data that shall support the services provided through the PrEP program.

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.
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Site Considerations

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

No.

Does this position require a personal vehicle?

Yes—this position entails frequent community outreach and dependence on public transportation will not suffice. This position will require travel from Daytona to Jacksonville for program activities as well as host site activities.

How will your organization reimburse the member for transportation costs?

Direct reimbursement on a monthly basis for mileage (.58 cents a mile) and other travel expenses. All host site related travel will be reimbursed.

Organization dress code:

Business casual when in the office, and appropriate attire for community-based activities, which is context dependent.

Expected Service Time

Standard hours are 9am-5pm Monday to Friday. There will be frequent evening and weekend events that the member would be expected to facilitate or assist with if those events would allow for interaction with individuals and community stakeholders that would benefit from the awareness and knowledge of CAN Community Health's PrEP Program.

Member Role & Description of Duties

- The member will serve in a capacity building role for CAN Community Health's Pre-exposure Prophylaxis (PrEP) Program, with a particular focus on our Daytona Beach location. Primarily, the member will seek to expand the scale of the program, as demonstrated by a significant increase in the number of PrEP clients served at this location. Key activity areas that the member will engage in will include community assessment, community awareness and engagement, and outreach. Existing research clearly indicates the importance of increasing the utilization of PrEP as a means of reducing new transmissions of HIV. The CDC has estimated that there are approximately 1.2 million individuals at elevated risk for HIV, yet it is estimated that the number of PrEP users in the United States is less than 150,000. This disparity between HIV risk and PrEP uptake is even more pronounced in southern states such as Florida. Member will develop new PrEP program materials including referral forms, educational materials, and PrEP client surveys. Member may conduct rapid HIV testing for clients or community members during their education sessions to identify those individuals that would benefit from PrEP treatment services. Member will assess the effectiveness and impact of CAN's current PrEP program to identify needed changes, updates, or adaptations to the program. Special consideration for opioid users will be established so as to determine how to most effectively provide PrEP services to this key population.

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- Member will target populations, organizations, and institutional departments that have a high number of clients or persons that may be addicted to or misusing opioids/ other substances. Member will meet with staff, physicians, and referral coordinators to ensure they make relevant referrals to CAN Community Health for HIV testing and the PrEP program. Member will provide community education to populations, organizations, and institutional departments that have a high number of clients or persons that may be addicted to opioids or other substances. Topics will include the opioid epidemic, link between opioid use and HIV, and PrEP preventive services and HIV/AIDS treatment services provided by CAN Community Health.

The member will not displace state of public funds through their service and will not exceed the 20% maximum for training hours according the AmeriCorps regulations. The member will not exceed the 10% maximum for fundraising hours for this position. The member will not be fundraising for federal grant funds or AmeriCorps funding. This position was designed especially for a NHC member. The member would not engage in: activities attempting to influence legislation; organizing or engaging in protests, petitions, boycotts, or strikes; assisting, promoting, or deterring union organizing; impairing existing contracts for services or collective bargaining agreements; engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office; participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials; engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization; providing a direct benefit to a business organized for profit, a labor union, a partisan political organization, a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative and an organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support religious activities; Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive; Providing abortion services or referrals for receipt of such services and such other activities as the Corporation may prohibit.

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> .
Opioid Use Awareness & PrEP Engagement (25%)	Member will provide outreach in the community to promote PrEP treatment services available through CAN Community Health, with a special focus on individuals with opioid use disorder and organizations that provide services to those individuals.	Member will attend at least 2 community engagement events per month.	Opioid Epidemic, Capacity Building

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	<p>The goal is to increase the linkage of clients from community organizations to CAN Community Health so they may receive PrEP services.</p> <p>Member will target populations, organizations, and institutional departments that have a high number of clients or persons that may be addicted to or misusing opioids/ other substances. Member will meet with staff, physicians, and referral coordinators to ensure they make relevant referrals to CAN Community Health for HIV testing and the PrEP program.</p>	<p>Member will test and refer at least 15 individuals a month to the PrEP program.</p>	
<p>General PrEP Outreach (25%)</p>	<p>Member will provide education in the community on HIV and the importance of PrEP for preventing new cases of the disease. Member will acquire these opportunities through outreach and relationship building. Member will develop education presentations on PrEP, HIV, and Hepatitis C. Member will provide community education to populations, organizations, and institutional departments that have a high number of clients or persons that may be addicted to opioids or other substances. Topics will include the opioid epidemic, link between opioid use and HIV, and PrEP preventive services and HIV/AIDS treatment services provided by CAN Community Health.</p>	<p>Member will coordinate at minimum 2 educational presentations a month.</p> <p>Member will test and refer at least 15 individuals per month for the PrEP program.</p>	<p>Capacity Building, Opioid Epidemic</p>

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	Member may conduct rapid HIV testing for clients or community members during their education sessions to identify those individuals that would benefit from PrEP treatment services.		
Community Assessment (15%)	Member will develop and conduct a community needs assessment focused on PrEP services for the Daytona Beach community, with special consideration for the opioid using population and seniors.	Member will conduct at least 2 focus groups on PrEP to assess the need for PrEP services in the Daytona Beach area. Member will assess and report on existing PrEP services in the Daytona Beach area.	Opioid Epidemic, Seniors (50+), Capacity Building
Program Development & Delivery (15%)	Member will assess the effectiveness and impact of CAN's current PrEP program to identify needed changes, updates, or adaptations to the program. Special consideration for opioid users will be established so as to determine how to most effectively provide PrEP services to this key population.	Member will create and implement a client-based survey tool to assess the effectiveness and impact of the CAN PrEP program.	Capacity Building
Materials Development Improvement or Expansion (10%)	Member will develop new PrEP program materials including referral forms, educational materials, and PrEP client surveys. Member will conduct research to ensure that materials are accurate, effective, and contain appropriate health information.	Member will create materials for the PrEP program that will aid in increasing its reach, scope, and effectiveness.	Capacity Building

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Financial Resources, Develop/expand a more diversified funding stream (10%)	Member will identify funding resources (e.g. grants for HIV Prevention, Men who has sex with men (MSM), and HIV clinical expansion grants) for CAN’s PrEP program. These resources will fund PrEP resources such as PrEP medication and clinical visits for clients who have difficulty paying for visits. This will increase the ability for CAN to provide clients with PrEP services throughout Northeast Florida.	Member will identify at least 1 new potential PrEP program funding source per quarter, as well as assist on applying for that funding source.	Fundraising
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Site Orientation and Training

The member will participate in the same orientation that new employees receive through our HR department. This orientation covers the history of CAN, major policies of the organization, etc. The member will participate in a variety of trainings and learning opportunities, including the Florida Department of Health HIV testing counselor training (HIV 500/501 certification), online educational programming on various HIV topics (<https://www.hiv.uw.edu/>), shadowing of CAN’s PrEP Program Coordinator, and community-based trainings and education on opioids and other substances (via the Azalea Project, Drug Free Duval, etc.).

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 t 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.

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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 \$6,195 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.

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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

Member needs to be outgoing and comfortable with very diverse personality types. Member also needs to be able to serve in a fast paced environment and be well organized. Member should have good customer service and telephone skills. Member should also have proficient computer knowledge such as word and excel. Knowledge of electronic health records will also be very helpful. Any medical or clinical experience is a big benefit as well as being able to speak Spanish.

Evaluation and Reporting

All NHC members 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 service. 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;
- 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 Brand 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>

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NHC Program Director and Host Site Supervisor

- Dustin J Arceneaux, CHES, Program Director
Email: darceneaux@nefhsc.org
- Michael Hall, Prevention Specialist
Email: mhall@cancommunityhealth.org

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): 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 Florida Site Director:	
NHC Florida Site Director Full Name (Print): _____ NHC Florida Site Director Signature: _____ Date: _____	