



NHC Member Position Description AMR21

Member Position

Health Educator

AmeriCorps Program

Program: National Health Corps Florida

Host Site Name & Location

CAN Community Health, 4615 Philips Highway, Jacksonville, FL 32207

Organization Description & Mission

The mission of CAN Community Health is to provide a continuum of medical, social, and education services essential to the health and well-being of those living with HIV, Hepatitis C, Sexually Transmitted Diseases, other diseases, and to enhance public awareness.

Member Position Purpose

The overall objective of this position is to establish relationships with community partners to enhance awareness of the intersection of Human Immunodeficiency Virus (HIV)/Hepatitis C (Hep C) and the misuse of substances, particularly opioids, in Northeast Florida. This will be achieved via community networking, educational presentations, and coordination of HIV/Hep C testing opportunities at substance use treatment facilities (as well as social services agencies that frequently provide services to substance users). Additionally, this individual will be linking individuals to care and treatment for HIV and Hepatitis C via education and by serving as a point of contact for substance use facilities. They will also assist clients of CAN Community Health with accessing substance use treatment services by linking them back to those substance use facilities by implementing and opioid use screening tool with clients who come to CAN Community Health for HIV/AIDS care. Finally, the position will involve developing HIV/AIDS/ Hep C related substance misuse educational materials and collecting and tracking data on the services provided within this 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)?:

Yes—the site is located a short walking distance from a JTA bus stop

Does this position require a personal vehicle?

Yes.

How will your organization reimburse the member for transportation costs?

CAN reimburses for mileage at the current government rate (.58 cents) on a monthly basis.

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 occasional 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 on substance use, particularly opioids, and HIV/Hep C.

Member Role & Description of Duties

The member will engage in community networking, conduct educational presentations, and coordinate HIV/Hepatitis C (Hep C) testing opportunities at substance use recovery facilities, as well as at other organizations and facilities that provide services and care to individuals with substance use issues (e.g. homeless shelters). Topics will include the opioid epidemic, link between substance use and HIV/Hep C, safe sex practices, Hepatitis C Services/Care, HIV/AIDS services provided by CAN Community Health, HIV/AIDS prevalence in Northeast Florida and Hep C prevalence in northeast Florida. The member will hand out condoms and promote safe sexual practices that protect against the transmission of communicable disease at Lutheran Services Florida. Member will train both staff and clients at external organizations to promote HIV/Hep C care for clients in recovery. They will link individuals from recovery focused facilities to care and treatment for HIV and Hepatitis C, and serve as point of contact on behalf of CAN for substance use and recovery facilities. Additionally, they will assist clients of CAN Community Health, as indicated through the administering of a substance use screening tool, with accessing recovery treatment services by linking them to the appropriate facilities in the community. The tool used will be the SBIRT (Screening, Brief Intervention, and Referral to Treatment) assessment. The member will conduct one on one and group education on substance misuse, addiction, and recovery for HIV/AIDS/Hep C positive clients receiving care through CAN Community Health. Finally, the position will involve developing educational materials on the link between substance use and HIV/Hep C and collecting and tracking data on the services provided within this program. Member will ensure that clients receive continued recovery services/support at external organizations and community groups.

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The member will not displace state of public funds through their service and will not exceed the 20% maximum for training hours according to the AmeriCorps regulations. This position was designed especially for a NHC member. The member would not engage in: fundraising; 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>
Community Engagement & Partnership Development (25%)	<p>Member will provide outreach in the community to promote HIV/Hep C treatment services available through CAN Community Health, specifically to individuals with substance use issues and organizations that provide services to those individuals. The goal is to increase the linkage of clients from community organizations to CAN Community Health so they may be treated for HIV/Hep C.</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 or other substances.</p>	<p>Member will attend at least 4 community engagement events per month.</p> <p>Member will test 15 individuals a month for HIV and/or Hepatitis C.</p>	Opioid Epidemic

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	<p>Member will attend community events to promote CAN Community Health's Hep C and HIV treatment services and provide education on the intersection of HIV/Hep C and substance use.</p> <p>Member may conduct rapid HIV/ Hep C testing to clients or community members during their community outreach. Member will link clients to CAN Community Health as needed for treatment of HIV/Hep C.</p>		
<p>Community Education (25%)</p>	<p>Member will provide education in the community on HIV/Hep C and the intersection of these diseases with substance use.</p> <p>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 safe sex, the opioid epidemic, link between substance use and HIV/Hep C, Hepatitis C Services/Care, HIV/AIDS services provided by CAN Community Health, HIV/AIDS prevalence in Northeast Florida and Hep C prevalence in northeast Florida.</p> <p>Member may conduct rapid HIV/Hep C testing to clients or community members during their education session.</p>	<p>Member will coordinate at minimum 4 educational presentations a month.</p> <p>Member will test 15 individuals per month for HIV and/or Hepatitis C.</p>	<p>Opioid Epidemic</p>

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<p>Opioid Use Screenings (15%)</p>	<p>Member will screen clients of CAN Community Health for Opioid Use as well as other substance use disorders. These screenings will be conducted for all current clients receiving HIV/AIDS services as well as all new clients who receive care through the organization.</p>	<p>Member will screen at least 10 CAN Community Health clients per month for substance use/misuse.</p>	<p>Opioid Epidemic</p>
<p>Substance Misuse Education (15%)</p>	<p>Member will educate new and current CAN Community Health clients on substance misuse, addiction, the dangers of opioid misuse, recovery services in Northeast Florida, and the link between HIV/AIDS, Hepatitis C and substance use. Additionally, the member will educate clients with an HIV or Hep C diagnosis on other health education topics as necessary and appropriate.</p>	<p>Member will educate at least 10 CAN Community Health clients per month.</p>	<p>Opioid Epidemic</p>
<p>Substance Use Referrals and Coordination (10%)</p>	<p>Member will link clients, as indicated by the opioid screening, to recovery care organizations in the northeast Florida region including but not limited to Gateway Community Services, River Region Human Services, and Sulzbacher Center. Member will create a referral resources document for substance use services in Northeast Florida.</p> <p>Members will also make referrals to addiction support groups. Member will ensure clients are able to overcome barriers to making it to support groups/meetings.</p> <p>Member will make referrals to other healthcare programs as appropriate, such as those focused on nutrition, stress management, mental health, etc.</p>	<p>Member will link CAN Community Health clients to substance use treatment services as appropriate.</p> <p>Member will develop, update, and add to the Northeast Florida Substance use Resources document on an ongoing basis. By the end of their service term they will have created an up-to-date and extensive list of substance use</p>	<p>Opioid Epidemic</p>

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		<p>treatment facilities in Northeast Florida.</p> <p>Member will refer CAN Community Health clients to other healthcare services as appropriate.</p>	
Development of Educational Materials (10%)	Member will develop and create educational materials (e.g. presentations, handouts) on HIV/Hep C and substance use. These materials will be reviewed and approved by their supervisor and CAN Community Health leadership prior to dissemination to the community.	Member will create on average 1 new educational material per month.	Opioid Epidemic

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/>), Hepatitis C rapid test training, shadowing of CAN staff from multiple departments, and community-based trainings and education on opioids and other substances (via the Azalea Project, Drug Free Duval, etc.). Member will also be trained on the SBIRT opioid use screening tool by Florida State University (FSU), and other substance use screening tools as appropriate. The member will be trained on research, data collection, and research ethics by Florida State University (FSU) which is providing CAN Community Health with the opportunity to provide the SBIRT screening with client tracking.

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**
 - a. The living allowance is not 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

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(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 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;

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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

Member needs to be outgoing and good 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 basic 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.

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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>

NHC Program Director and Host Site Supervisor

- Dustin J Arceneaux, CHES, Program Director
Email: darceneaux@nefhsc.org
- Samantha Kwiatkowski, Education & Prevention Manager
Email: skwiatkowski@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: _____