



## NHC Member Position Description AMR21

### Member Position

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**MEMBER POSITION:** HEALTH EDUCATOR

### AmeriCorps Program

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**Program:** National Health Corps Florida

### Host Site Name & Location

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Hubbard House Outreach Center  
6629 Beach Blvd  
Jacksonville, FL 32216

### Organization Description & Mission

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Hubbard House is a full-service certified domestic violence center serving Duval and Baker Counties in N.E. Florida. We offer emergency shelter, outreach services, court advocacy, children's services, batterer's intervention programs, violence prevention education and community education / professional training on domestic violence and other related topics. The mission of Hubbard House is safety, empowerment, and social change for victims of domestic violence and their families. Our vision is Every Relationship Violence-Free.

### Member Position Purpose

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The AmeriCorps member will serve as the Violence Prevention Facilitator for Youth with elementary, middle, and high school youth in community-based after school programs, charter schools, and other child-focused venues, as well as the residential shelter, H.A.R.K., and the One Love initiative. Member will conduct one on one assessments and education with children on emotional regulation and behavioral issues that arise from witnessing domestic violence. They will be responsible for administering curriculum at current sites, serving as a liaison between the child-focused site and Hubbard House agency, developing new site relationships to expand curriculum delivery, training volunteers, and completing all required documentation and reports, and coordinate activities of the Community Action Team to support the initiative. All of youth violence prevention programs recognize and incorporate gender, ethnic, and racial diversity in their curriculums and are thus appropriate for all students. Providing options for all students promotes the Hubbard House agency vision of ***Every Relationship Violence-free.***

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## Member Term of Service

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

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

## Site Considerations

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**Is the site accessible via public transportation (if yes, what line/route)?:** All Hubbard House locations, where the AmeriCorps Member will be based, are accessible by bus line. Curriculum provision sites, offsite meetings, and other site responsibilities are not all accessible via public transportation.

**Does this position require a personal vehicle?** Yes.

**How will your organization reimburse the member for transportation costs?** The agency provides mileage reimbursement (.445) to and from curriculum provision sites, offsite meetings, and other travel as needed for the member's service.

**Organization dress code:** The AmeriCorps member will serve with children daily and as such business casual attire is appropriate including comfortable footwear. Occasionally scheduled professional meetings at offsite locations will require more formal business oriented dress.

## Expected Service Time

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Generally, the member will serve Monday through Friday with flexible scheduling ranging from 7am to -8pm based on specific site needs; typical schedule would be 9am to 6pm. The schedule will vary depending on the needs of the specific curriculum sites and the activities of the Community Action Team. The agency follows a holiday schedule similar (but not exactly) to the Federal Holiday schedule. Hubbard House operates 24-hours a day, 7-days a week, which provides sufficient opportunity to make-up missed hours.

## Member Role & Description of Duties

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The Hubbard House Children's Services Manager supervises all community-based prevention programs for children and youth. Due to the lack of adequate funding, staffing, and resources, the prevention programs have utilized an AmeriCorps member to help promote healthy relationships in underserved child-focused venues. These activities are distinct from those of existing staff, interns, or volunteers, as there are no other staff, interns, or volunteers who perform any of the activities assigned to the AmeriCorps member. This successful partnership has enabled the program to incorporate small group sessions for at-risk students as well as community engagement through parent meetings and community-based resource and health fairs. To continue a successful partnership, Hubbard House prohibits members to engage in any of the prohibited activities as outlined in the member handbook.

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The AmeriCorps member will address the need for promoting healthy relationships and reducing risk taking behaviors through education via the administration of our Primary Prevention Curriculum called WAVE, *Working Against Violence Everywhere!*, the One Love curriculum, and our YCAT initiative venue permitting. The Primary Prevention approach begins with a multi-session proactive curriculum designed to help reduce violence in our communities and is in keeping with the principles of Primary Prevention of Intimate Partner Violence as outlined by the **Centers for Disease Control (CDC)**. Another key component of this initiative is expanding prevention efforts to engage communities in creating positive changes that discourage violence and support efforts to create healthy relationships. The curriculum education sessions expand into leadership development and mentoring to prepare students to take an active role in reducing bullying behaviors and abuse in their schools and neighborhoods. The Children’s Services Manager trains and shadows the AmeriCorps member on the violence prevention curriculum ensuring the member’s training does not exceed 20% of the aggregate of total member service hours. The AmeriCorps member’s position of Violence Prevention Facilitator for Youth does not duplicate any existing employee jobs description, nor does it displace current or former staff positions that have been vacated in the last 12 months. These positions do not supplement grant funding for any existing employee job descriptions. An AmeriCorps member has filled this position since 2010. Hubbard House, Inc. confirms that the AmeriCorps position is not a duplicate position. The member will not be doing the same activities as employees of Hubbard House. Hubbard House, Inc. also confirms that the AmeriCorps position does not displace an employee, volunteer or position including partial displacement.

The AmeriCorps member, after successfully passing a criminal & background history check, will serve as the Violence Prevention Facilitator for Youth with elementary, middle, and high school youth in community-based after school programs, charter schools, and other child-focused venues, as well as the residential shelter, and the One Love initiative. Member will not engage in any fundraising activities for Hubbard House or at any of the child-focused sites. The member will however, be responsible for administering curriculum at current sites, serving as a liaison between the child-focused site and Hubbard House agency, developing new site relationships to expand curriculum delivery, training volunteers, and completing all required documentation and reports, and coordinate activities of the Community Action Team to support the initiative. The member will not supplant any state or public funds. All of youth violence prevention programs recognize and incorporate gender, ethnic, and racial diversity in their curriculums and are thus appropriate for all students. Providing options for all students promotes the Hubbard House agency vision of ***Every Relationship Violence-free.***

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 (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 <i>(if any).</i>
Community Outreach (15%)	Member will revise and/or develop training module for teachers, youth leaders, and other community stakeholders on YCAT and WAVE programming to increase understanding and promote awareness to recruit new sites to deliver the curriculum.	Member will facilitate at least four trainings/ Presentations to community stakeholders.  Member will recruit two new sites for WAVE and the One Love programming.	n/a

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	<p>Member will provide training for site staff and parents at Team-Up after school programs, charter schools, Police Athletic League sites, other youth oriented venues, and community stakeholders not listed here.</p> <p>Member will attend community meetings, such as SHAC and Oversight Committee Meetings, to network and build partnerships to recruit new venues for delivering programming.</p> <p>Member will lead the planning and communication for quarterly Primary Prevention Community Action Team programming.</p>	<p>Member will facilitate a minimum of two Community Action Team Meetings per service year.</p>	
<p>WAVE Curriculum Programming (20%)</p>	<p>Member will make any necessary revisions to WAVE curriculum to increase effectiveness of materials. Create new materials as needed.</p> <p>Member will facilitate Primary Prevention WAVE Curriculum at school programs, charter schools, Police Athletic League sites, and other youth oriented venues, including the administration of pre-and-post testing. Health Education provision will include established sites we are currently partnering with as well as new venues secured through community outreach. The scheduling will be determined with site location.</p>	<p>Member will engage with approximately 50 children a month in violence prevention education at offsite venues for the WAVE curriculum.</p>	<p>n/a</p>
<p>HARK Program Assessments (10%)</p>	<p>Member will conduct assessments for children in a 1 on 1 setting to facilitate a survey about behavioral issues, their relationships with their family, if they have</p>	<p>Member will screen 20 children a month for enrollment in the HARK program for domestic violence primary prevention</p>	<p>n/a</p>

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	<p>experienced a type of abuse, emotional regulation, etc.</p> <p>Member will follow-up with the child's family follow-up with based on the assessment. Member will provide education to families referred to primary prevention for domestic violence issues on community resources and education such as the HARK program, WAVE program, and One Love program.</p>		
HARK Individual Counseling (5%)	Member will conduct one on one education for children on topics from the HARK curriculum. Topics will include emotional regulations, communication, and healthy relationships.	Member will education 5 children a week on topics from the HARK curriculum 1-on-1	n/a
Residential Children's Shelter (20%)	<p>Member will facilitate Primary Prevention WAVE Curriculum to the residential children at Hubbard House.</p> <p>Member will hold weekly support group for teen residents multiple evenings a week.</p> <p>Topics will include different kinds of abuse, healthy relationships, sexual abuse, communication, emotional intelligence, substance misuse prevention.</p>	<p>Member will engage with approximately 50 children at least 3 times a week in the residential shelter.</p> <p>Member will facilitate support group for 10-20 youth a month 2-3 times a week</p>	n/a
One Love Curriculum (20%)	Member will facilitate the One Love Curriculum at school programs, charter schools, Police Athletic League sites, and other youth oriented venues. Member will facilitate the One Love Curriculum at colleges/universities. The scheduling will be determined with site location. Topics will	Member will engage with at least 50 children/adolescents/young adults a month in violence prevention education at offsite venues for the One Love curriculum.	n/a

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	include healthy relationships, recognizing relationship violence, reporting, and substance misuse prevention.		
Direct Service at External Organizations Outreach Project (15%)	<p>While youth education will take priority in this position, the member will also engage in direct service in accordance with CNCS regulations at external organizations during time when they are not implementing WAVE curriculum, ONE Love curriculum, and residential education. Member will use these opportunities to promote Hubbard House’s services to clients and the staff at the organizations while providing direct service.</p> <p>Member will conduct outreach in the community to locate and engage in these direct service activities. Service opportunities must be direct service at organizations in Jacksonville area such as Volunteers in Medicine, Mayo Clinic, Clara White Mission, UF Health- Shands Jacksonville Medical Center, Baptist Health, Salvation Army, Habitat for Humanity, Florida Department of Health, etc.</p>	Member will provide direct service to at least 200 residents of Northeast Florida over the course of the service term.	n/a

### Site Orientation and Training

- Host site will provide training on Primary Prevention & curriculum materials.
- Member will participate in 5 sessions of Core Competency Training at Hubbard House to provide in-depth understanding of Intimate Partner Violence and Hubbard House services. The training will include a 2-hour interactive “Understanding Diversity” session.
- Member will shadow host site mentor for a few weeks.
- Host site mentor will shadow member on an on-going basis and provide feedback.
- The member will attend task force meeting, committee meetings, etc. and observe host site supervisor engaging with community agency representatives; they will debrief following meetings.
- The member will assess local data on risk and protective factors that impact violence in our community and discuss with host site supervisor.

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- The Host Site Supervisor will meet with the member to discuss strategies for engaging volunteers in WAVE and other violence prevention curriculum activities.
- The member will be trained and certified in One Love curriculum by a certified One Love curriculum Trainer as assigned through the One Love Foundation

### Member Benefits

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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 taxable, and taxes will be deducted directly from the living allowance.
  - b. The living allowance is not a wage. It is intended to provide for expenses a member incurs while actively serving and is not linked to the number of hours a member serves. A member who completes his/her term of service early or will receive the portion of the living allowance that would be provided for that period of participation under the program's living allowance distribution policy (a member who leaves in the first week (or first ½) of a pay period receives ½ a stipend; a member who leaves early in the second week (or second ½) of a pay period receives a full stipend). Members who end their service early will not be eligible for the remaining amount of their living allowance, either in "lump sum" or incremental payments. A member may not receive a living allowance if they are suspended by the program.
2. **Health Insurance.** If a full-time member is not currently covered by a health insurance program or loses coverage due to participation in the Program, they are eligible to receive limited health insurance through the program where they serve. Insurance coverage for full-time members begins after mandatory documentation is received and processed. Member insurance coverage does not cover family members and dependents.
3. **Child Care.** Child care subsidy, paid directly to the child care provider by a CNCS benefits administrator, GAP Solutions, is available to members who qualify. GAP Solutions distributes this allowance evenly over the term of service on a monthly basis. Members are responsible for locating their own child care providers. The amount of the child care subsidy that the member may be eligible for varies by state and may not cover the full cost of child care.
4. **Education Award.** Upon successful completion of the member's term of service, the member may be eligible to receive an education award from the National Service Trust. For successful completion of a full-time term (minimum of 1,700 hours), the 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.

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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

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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 (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> 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

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- Member will need an overview & detailed understanding of intimate partner violence, bullying, and teen dating violence
- Member will be passionate about primary prevention of domestic violence
- Member will have experience or enjoy serving children and youth
- Understand curriculum design & structure
- How to use Microsoft Office software to create basic spreadsheets in Excel, type documents in Word, and create presentations in PowerPoint
- How to effectively facilitate and present curriculum topics & program overview in a public setting.
- Complete required reports via computer
- How to follow up with the Children Services Manager when barriers arise
- The member will need cultural competency skills to work with diverse populations
- Organizational & time management skills to keep track of curriculum revisions and documentation for program deliverables
- Skills working with challenging students; what to do in certain situations
- Classroom management techniques
- Member must be self-starter who is willing to take initiative.

## Evaluation and Reporting

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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 serve. These performance reviews will be, based on the member's performance at their host site and their participation in National Health Corps responsibilities such as member trainings, committees and group service projects. If a member disagrees with any aspect of their performance review, they can indicate that on the review and they may appeal to the Program Director in writing, according to the grievance procedure. NHC members will be evaluated according to the following criteria:

- a. Whether the member has satisfactorily completed service assignments, tasks or projects;
- b. Whether the participant has met any other performance criteria which has been clearly communicated both orally and in writing at the beginning of the term of service;
- c. The member's ability to establish and maintain positive interpersonal relationships and whether they participated in NHC activities;
- 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, Program Director**  
Email: [darceneaux@nefhsc.org](mailto:darceneaux@nefhsc.org)  
Phone: 1 (904) 516 8913
- **Nikkita King, Lead Advocate**  
Email: [nking@hubbardhouse.org](mailto:nking@hubbardhouse.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: _____
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): <u>Dustin J. Arceneaux</u>	
NHC Florida Site Director Signature: _____	Date: _____

## **NHC Member Position Description AMR21**