



## NHC Member Position Description AMR21

### Member Position

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- Member Position: Care Coordinator

### AmeriCorps Program

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**Program:** National Health Corps Florida

### Host Site Name & Location

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Jacksonville Area Sexual Minority Youth Network, Inc. (JASMYN)

923 Peninsular Place, Jacksonville, FL 32204

929 Peninsular Place, Jacksonville, FL 32204

651 Chelsea Street, Jacksonville, FL 32204

### Organization Description & Mission

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The JASMYN campus includes 3 buildings that provide a safe and youth-friendly center for LGBTQ youth to gather for support and a next-door service center where the most vulnerable youth find HIV testing and linkage to care, a STD testing clinic and case management services for homeless, very high risk YMSM and HIV+ youth. The mission of JASMYN is to support and empower LGBTQ young people by creating safe space, providing health and wholeness services, and offering youth development opportunities, while bringing people and resources together to promote equality and human rights.

### Member Position Purpose

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The member will provide a variety of direct social and education services to high risk LGBT youth and will engage in building and maintaining community partnerships to expand the offerings provided to LGBT youth within the JASMYN service center. They will do this through their support of JASMYN's shelter location for homeless youth, opioid use screenings, one on one health counseling, health education programming, and our ACCESS Housing Program.

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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.
- understand 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)?**: Yes, Jacksonville Transportation Authority Bus Lines P 12, 51

**Does this position require a personal vehicle?** Yes, preferred. Members must have a clear driving record.

**How will your organization reimburse the member for transportation costs?** JASMYN's agency reimbursement rate for personal automobile use is .445/mile for work related mileage. Members will submit monthly mileage reimbursement documentation to the Finance Director for travel associated with the position responsibilities.

**Organization dress code:** Business casual, consistent with the role staff are performing within the youth center or in the community. Jeans (no holes) may be worn on occasion.

### Expected Service Time

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Most Weekday hours - 10:30 AM – 6:30 PM; some evening clinical hours will be necessary during HIV testing; some weekends will be necessary for special events. If JASMYN is scheduled closed for a holiday, weather or other circumstances, the member will meet with their site supervisor to schedule additional hours in the weeks leading up or following the closure or the site supervisor will work with additional NHC sites to provide adequate office space for their member to operate from a different approved site. JASMYN holds several late evening or weekend events throughout the year that members may also participate in to make up hours.

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### Member Role & Description of Duties

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The NHC member will play a critical role in expanding the services JASMYN and its current staff can offer to address the health challenges and disparities of LGBT youth.

- **ACCESS Program (Accessing Client-Center Essential Support Services)** – The member will serve with JASMYN’s ACCESS program that provides crisis intervention, health screenings, risk behavior assessments, HIV testing and counseling, safety planning and enrollment into JASMYN’s intensive case management services for youth experiencing homelessness, substance use, legal and mental health issues. The member will work one on one providing direct services to JASMYN youth during ACCESS. The member will plan with supervisors to create outcome measures for ACCESS that will help streamline internal enrollments directly into case management. The member will create a community resource guide to improve awareness of local resources available in the community. This aspect of the member’s work will constitute 50% of the position and will focus on developing working relationships with youth accessing JASMYN and provide individual support through health assessments, membership enrollments, risk screening and resource linkage.
- **Mental Health/Substance Use Services** –The Member will play a role in helping to develop on-site mental health and substance use services by distributing brief mental health, opioid use, and substance use assessments to young people at the Sexual Health Clinic, and Club YASS, including the GAD-7, PHQ-9 and the ACE (Adverse Childhood Experiences). The member will review all assessments with Site Supervisor and work to support youth who are struggling by assisting them in connecting to local mental health, counseling, and addiction recovery resources. Member will create a system of substance use linkage and referrals for JASMYN youth that is sustainable. The member will build and support partnerships for mental health services and facilitate the coordination of appointments for high risk youth.
- **Wellness & Health Education** –The member will expand the JASMYN youth center program offerings for LGBTQ youth by creating a health education workshop monthly and more frequent one-on-one conversations or small group short presentations on health education topics. The member will create capacity for expanded health education in the youth center through the development and implementation of workshops in topics such as opioid misuse prevention, addiction, healthy eating, fitness, smoking cessation, healthy body image, gender and sexual identity, healthy relationships, and sexual health. To augment the health education and make it more “user-friendly” for teens and young adults, the member will also research and develop surveys and health education tools and apps appropriate for young people and incorporate these tools in short educational sessions for one on one and small group audiences. The member will provide direct assistance and support services and will focus on empowering youth to make smart choices about their health and lead healthier lives through health education, skills building, and obtaining needed health and social services and employment to better their lives.

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- Cyber Center/Club YASS**– The member will deliver their services at the Cyber Center and develop additional programming and an expansion of hours for direct assistance for youth with applications to housing, employment, social services, insurance, health care resource assessments and scheduling health appointments. The time at Club YASS is key for relationship development with young people, which will increase their access to all health services. The member will serve weekly in the Cyber Center assist youth with access to health or other social services or job support and provide additional support to youth in case management.

All of the Members activities are focused on improving the health outcomes of LGBTQ youth, focusing on the LGBTQ youth that are considered the highest risk. The Members position description and performance measures all include a focus on health and wellness, comprehensive and sex positive health education as well as the goal to improve access to health services by reducing the common barriers all youth face in navigating the healthcare system.

The member will not be asked to duplicate or displace an existing staff, they will not be asked to fill in for a staff member who has called out sick or asked to fill a position if a staff member leaves JASMYN. The member will not participate in any fundraising activities or in any activities where JASMYN charges for admission. The member will receive no more training than 20% of the aggregate of the total member service hours. The member’s role and activities do not replace state funds, public funds, or existing services. The member’s role and activities do not displace members of the JASMYN staff. The member will not be conducting AmeriCorps prohibited activities. The member will serve daily with sexual minority youth 13-29. All JASMYN staff members have had a background check.

<b>PROGRAM, PROJECT, OR INITIATIVE NAME (INCLUDE % TIME OVER TERM MEMBER WILL SPEND WITH THIS PROGRAM)</b>	<b>MEMBER ACTIVITIES AND PURPOSE OF SERVICE (List the key activities the member will be responsible for, for each program/project listed)</b>	<b>MEMBER OUTPUTS (How many classes, workshops, clients, patients etc. will the member conduct/serve under each activity)</b>	<b>NHC PERFORMANCE MEASURE(S) AND ALIGNMENT WITH NHC MISSION THIS ACTIVITY FALLS UNDER (if any).</b>
ACCESS Program 50%	Member will conduct risk assessments for youth to assess their needs in regards to housing, safety, employment, legal, risk for HIV and healthcare.	Member will assist at least 40 youth a month with access to health or other social services	

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	<p>The member will provide direct navigation to youth who are homeless, lacking jobs, and have health challenges such as HIV. The assistance will include helping youth with applications to housing, employment, social services, insurance, and health appointments. The member will support youth to build capacity for their empowerment regarding health literacy and access to social services.</p>		
<p>Clinical Services Expansion (Substance Use and Mental Health expansion project) – 30%</p>	<p>The member will meet with youth and conduct an opioid use assessment, mental health assessment, and substance use assessment to determine how to connect clients to addiction and mental health services. The member will conduct mental health screenings, assessments and referrals with youth. The member will coordinate primary care and mental health partnerships with community providers, schedule appointments and follow up, and conduct assessments and surveys for outcome measures.</p>	<p>Member will conduct intake, assessment, and referrals for a minimum of 20 youth, build and support at least 2 partnerships for opioid use and mental health services, and coordinate appointments for at least 10 youth a month</p>	
<p>Health Education Expansion – 20%</p>	<p>The member will conduct assessments of youth health education interests and needs based on the Annual Youth Behavioral Risk Survey.</p> <p>The member will research and develop online surveys and health education tools and apps appropriate for young people and incorporate these tools in short educational sessions for one on one and small group audiences.</p>	<p>Conduct 4 health education workshops monthly</p>	

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	<p>The member will create capacity for expanded health education in JASMYN's youth center through development and implementation of workshops and short presentations in topics such as opioid misuse prevention, addiction, healthy eating, nutrition, fitness, smoking cessation, healthy body image, gender and sexual identity, healthy relationships, substance use and abuse topics, and sexual health.</p> <p>The member may provide health education in in the form of one on one health counseling allowing for a more tailored approach to the delivering of health information.</p>		
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### Site Orientation and Training

The member will participate in a comprehensive orientation all JASMYN members are required to attend that includes a detailed introduction to all of JASMYN's programs and services and how their role will work and function within JASMYN's existing programs and services. Training on HIPAA and confidentiality, LGBT cultural competency, harm reduction, trauma informed care, stages of changes model, youth centrality, sex positive approach and positive youth development. The member will also participate in HIV /AIDS testing training provided through the Florida Health Department Duval County as well as participate in an intensive internal training on HIV testing and counseling policies and procedure. The member may participate in a variety of webinars pertaining to their scope of work, online certification programs to enhance competency around LGBTQ, HIV/AIDS, STI's, PrEP, nPEP, etc. The member may also attend local professional development conferences and trainings.

### 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

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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 \$6,095 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

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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,

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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.

### Site Member Qualifications

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The successful member will enjoy working with teens and young adults in a diverse and multi-cultural environment. Ability to relate to teens and young adults in an accepting, positive and healthy manner is essential. A person who is energetic, outgoing, patient, compassionate, and able to stay focused and organized will succeed in this position.

A member with a BA or BS degree in social work or a related field such as education, public health, social welfare or psychology is preferred. Critical skills include the ability to coordinate multiple responsibilities, collaborate with community partners, and conduct resource brokerage and referral. Experience with adolescents and conducting health education, and familiarity and sensitivity in dealing with the unique needs of LGBTQ youth will be essential. Members must pass a criminal background check.

LGBTQ cultural competency, comfortable and confident in talking with youth about sexuality, HIV/AIDS, and STI's, open mind, flexibility, great initiative, positive attitude, teamwork and a sense of humor



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### 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.

### Employment Status of AmeriCorps members in this Position

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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

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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

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- **Dustin J Arceneaux, Program Director**  
Email: [darceneaux@nefhsc.org](mailto:darceneaux@nefhsc.org)  
Phone: 1 (904) 432 5073
- **Cosmos Cranston, Assistant Director of Housing Services**  
Email: [CCranston@JASMYN.org](mailto:CCranston@JASMYN.org)  
Phone: 904-389-385

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### Site Supervisor Signatures

By signing below, you acknowledge that you have read and understand the contents of this position description.	
<b>Host Site Supervisor Full Name (Print):</b> Host Site Supervisor Signature: _____	<b>Date:</b> _____
<b>Host Site Supervisor Full Name (Print):</b> Host Site Supervisor Signature: _____	<b>Date:</b> _____
<b>AmeriCorps NHC Member Full Name (Print as listed on formal documentation):</b> AmeriCorps NHC Member Signature: _____	<b>Date:</b> _____
By signing below, you acknowledge that this position description was finalized/approved by the NHC Florida Site Director:	
<b>NHC Florida Site Director Full Name (Print):</b> _____	
<b>NHC Florida Site Director Signature:</b> _____	<b>Date:</b> _____