



NHC Member Position Description 2020-2021



Please complete one service position description for EACH member.

The position description must detail the activities you anticipate your member executing throughout the term of service and the qualifications for this position. The document provided for you contains several items which are highlighted in yellow. Please replace all text highlighted in yellow with your information. Each position description must be sent electronically in MS Word format to NHC to complete an application.

Note: if you are returning site AND you are applying for the same position with no changes to member service activities as the previous year, then please copy and paste onto this template provided for program year 2020-2021.

MEMBER POSITION/TITLE

- **NHC Position Title:** (to be completed by NHC Operating Site Director)
- **Host Site Position Title** Special Population Education and Outreach Coordinator

AMERICORPS PROGRAM

Program: National Health Corps

NHC City:

HOST SITE NAME & LOCATION

Please list the specific host site location and/or service sites(s) where a member will complete their service. Include the full address.

Allegheny County Health Department
Public Health Clinic
STD/HIV Program
1908 Wylie Avenue
Pittsburgh, PA 15219
Office: (412) 578-8343
Fax: (412) 578-6710

ORGANIZATION DESCRIPTION & MISSION

NHC Member Position Description 2020-2021

Define your organization's mission, and a summary of main objectives and services, as well as the communities it aims to serve.

The mission of the Allegheny County Health Department is to protect, promote, and preserve the health and well-being of all Allegheny County residents, particularly the most vulnerable. The contribution of the STD/HIV Program to the above mission is to reduce HIV and other sexually transmitted infection in Allegheny County by promoting healthy sexual behaviors and routine testing for STD/HIV.

MEMBER POSITION PURPOSE

Provide a brief (1-3 sentences) summary of the purpose of member service by outlining the duties and responsibilities of the member and how this role connects within the organization.

The role of the NHC member is to educate senior residents of Allegheny County on STDs, HIV, and acquire preventative skills including abstinence to assist individuals to make safer choices regarding sexual health, and to encourage routine HIV/STD testing. The members will also be responsible for the organization, acquisition, and expansion of the condom distribution program (CDP). The member will plan an execute community health education events.

MEMBER TERM OF SERVICE

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

- complete 46 weeks of service;
- complete a minimum of **1,700** hours of service during their service term between hours served at their host site, hours served with NHC Program, and optional pre-approved hours served in the community.
 - A maximum of 20% of the aggregate 1,700 total hours may be designated as training.
 - A maximum of 10% of the aggregate 1,700 total hours may be designated for pre-approved fundraising activities.
 - Member must satisfactorily complete Pre-Service Orientation (PSO) and service assignments as defined in their position description and determined by NHC Program Staff.

SITE CONSIDERATIONS

NHC Member Position Description 2020-2021

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

Both the 81 and 82 run through the Hill District and have drop offs close to the site.

Does this position require the use of a personal vehicle?

Yes- personal vehicle strongly recommended to transport equipment to community events. Parking is provided at our site, as well as free street parking.

Note: Host Sites are responsible for the reimbursement of site-related travel. This may be either bus fare or mileage reimbursement as well as parking and/or tolls.

Organization dress code: Insert dress code expectations for member dependent on your organization's dress code policy. Please be as specific as possible.

Business casual; no jeans.

EXPECTED SERVICE TIME REQUIREMENTS/SCHEDULE

- Include the days and hours of the week that the member will be expected to serve most commonly while in the position.
Monday- Friday from 8:30am-4:30pm; occasional weekend and evening expectation for health fairs and community events
- How many hours of meaningful service do you anticipate the member serving weekly? (please select hours expectation between 36-40 hours)
37.5-40 hours per week
- NHC members are allotted a set schedule of holiday time off and have the flexibility to take time off as necessary (pending approval from Host Site and Program Staff). Do you have flexibility regarding extended hours a member could serve to make up missed time? If no, please state. If yes, please describe.
Yes; lost time can be made up during Saturday and evening events or by staying on Wednesdays when our clinic is open until 7:30pm. Wednesday evenings are ideal times to have condom packing events for the condom distribution program.

MEMBER ROLE/DESCRIPTION OF DUTIES:

- Describe the specific program(s), project(s), or initiative(s) that the member will serve with.

NHC Member Position Description 2020-2021

The member will provide STD/HIV education, primarily to senior and IV drug using populations. The member will continuously monitor and maintain the condom distribution program (CDP), as well as develop and distribute education materials. They will also be responsible for mailing out home STD testing kits to the community.

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

The specific role of this member will be as a special population education and outreach coordinator with the STD/HIV program. The member will provide outreach through the condom distribution program, existing partnerships, and identification of new partnerships, again, focusing on senior and IV drug using populations. The member will provide education to the community by attending health fairs, outreach events, presenting health talks in the community, maintaining education materials, and serving as a resource for county resident phone calls and clinic staff.

- How will the member's primary activities align with National Health Corps' mission of providing health access and education to underserved communities, and addresses one or more of NHC's service focus areas (address the opioid crisis; increase seniors' (adults 50 or older) ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity and/or chronic conditions that are linked to obesity).

The member's primary activities aim to address both the opioid crisis and increasing seniors' ability to remain in their homes with the same or improved quality of life. Our clinic primarily serves uninsured or underinsured patients, as well as most of our condoms through the condom distribution program are distributed to these populations. The majority of the member's service year will be dedicated to educating both senior and IV drug using populations about STDs/HIV. Further, they will be creating and distributing new educational materials to these populations, which is not currently offered by the STD/HIV clinic. They will also spend time distributing at home testing kits to the community.

- Clearly describe this position's recurring access to vulnerable populations as outlined in 45 CFR §2510.20 https://www.nationalservice.gov/sites/default/files/documents/fy13_12_1005_48.pdf

The mission of Allegheny County Health Department is to protect, promote, and preserve the health and well-being of all Allegheny County residents, particularly the most vulnerable. The majority of the member's service will be conducted within highly infected zip codes, focusing on seniors and IV drug using populations of Allegheny County.

NHC Member Position Description 2020-2021

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) THIS ACTIVITY FALLS UNDER <i>(if any).</i> <i>(NHC Staff will work with you to determine this section)</i>
Outreach and Education (50%)	Provide HIV/STD education (through presentations, educational sessions, health fairs, trainings, and condom distribution) to specific zip codes with high incidences of STD	Facilitate 9 HIV/STD presentations per quarter.	

NHC Member Position Description 2020-2021

	<p>infection rates, primarily focusing on senior populations and IV drug users.</p> <p>The AmeriCorps member will provide education for residents that call in with HIV/STD related questions and act as an additional resource for patients seen in our clinic.</p>	<p>Attend 3 trainings and/or community events per quarter.</p> <p>Maintain educational materials (i.e. brochures, posters, videos) in waiting and examination rooms.</p>	
<p>Monitor and Maintain Condom Distribution Program (CDP) (15%)</p>	<p>Respond and track requests made through the online web-based CDP</p> <p>Identify new sites, such as senior high rises, to provide condoms and safe-sex materials</p> <p>Maintain a monthly condom inventory</p> <p>Order condoms and other safe-sex supplies for clients</p>	<p>Develop and maintain monthly condom and supply inventory reports.</p> <p>Make available condom safer sex kits for patients in clinic waiting room.</p> <p>Hold at least 2 safer sex kit packing events quarterly.</p>	
<p>Develop and Distribute Educational Materials and Curriculum (25%)</p>	<p>AmeriCorps member will be responsible for developing and distributing new materials that pertain to STDs, HIV, and Hepatitis-C that are geared towards seniors and IV drug users.</p>	<p>Create 2 new brochures or handouts quarterly.</p> <p>Create basic curriculum at beginning of service year, and on a quarterly basis revisit and revise.</p>	

NHC Member Position Description 2020-2021

Monitor And Maintain At Home Testing Kit Program (10%)	Respond to at home testing kit requests and mail out kits. Maintain monthly supply inventory. Order supplies for kits. Package at-home testing kits.	Develop and maintain monthly GC/CT testing kit inventor reports. Ensure supplies are available to participants. Hold at least one kit packing event quarterly.	
--	---	--	--

SITE ORIENTATION AND TRAINING

● Briefly describe the orientation process at the site for members

The NHC member orientation will include direct observation and shadowing in the various services of this program (STD/HIV clinic, HIV surveillance, Partner Services, and Health Education services), including the following trainings:

- *ACT 148*
- *Point of Dispensing (POD) training*
- *Child Mandated Reporting Training*
- *HIV Prevention Counseling*
- *STD education training*
- *STD/HIV In-service trainings (quarterly)*
- *Cultural Competency training*
- *Motivational Interviewing*

● Identify the professional, personal, or service-related member development activities and training that a member might engage in during and in addition to their service with your site.

Various trainings will be made available through the county, HIV Prevention & Care Project (HPCP), quarterly staff meetings, and any addition trainings that may arise or as needed.

NHC Member Position Description 2020-2021

SITE MEMBER QUALIFICATIONS

- Please describe the traits that will help a member succeed in this position (e.g. outgoing, analytical, patient, good with children).

Open minded, non-judgmental, compassionate, approachable, excellent communicator, organized, computer and data skills, proficiency with Microsoft Office, especially Excel and Publisher.

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

Minimum qualifications are a bachelor's degree with interest in a health-related field. Computer skills and organizational skills.

- Please list the skills and/or experience that will help a member succeed in this position (e.g. customer service, language skills).

To succeed in this position, a member should have prior experience working with diverse populations (i.e. LGBTQIA+ communities, minorities, low-income, etc.), experience with public speaking, developing surveys and questionnaires, working with communities/agencies, developing programs and curriculum, project implementation, and data analysis.

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 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 exits their term of service early 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 exits early in the first week (or first ½) of a pay period receives ½ a stipend; a member who exits early in the second week (or second ½) of a pay period receives a full stipend). Members who end their service early (i.e. not completing 46-weeks of service AND a minimum of 1,700 hours) 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.

NHC Member Position Description 2020-2021

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.** A 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 (46 weeks and a minimum of 1,700 hours), the member will receive an Education Award. The member understands that they 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

NHC Member Position Description 2020-2021

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.

EVALUATION AND REPORTING

All NHC members are given a written performance review by their host site supervisor and NHC Program Director at the mid-term and end of their term of service. Performance reviews are 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 appeal to their Program Director according to the grievance procedure outlined in the Member Handbook.

NHC members will be evaluated according to the following criteria:

- a. Whether the member has satisfactorily completed service assignments, tasks and/or projects;
- b. Whether the member has met any other NHC expectations which have been clearly communicated orally and/or in writing throughout the service term;
- c. The member's ability to establish and maintain positive interpersonal relationships;
- d. Whether the member has completed or is on track to complete the required number of hours outlined in their member contract.

EMPLOYMENT STATUS OF AMERICORPS MEMBERS IN THIS POSITION

For guidance related to the employment status of AmeriCorps members please refer to the below link:

<http://www.nationalservice.gov/documents/main-menu/2015/frequently-referenced-resources-about-employment-status-amicorps-members>

AMERICORPS BRANDING AND MESSAGING

For guidance on AmeriCorps branding and messaging, please refer to the below link:

<https://www.nationalservice.gov/sites/default/files/documents/AmeriCorpsSeniorCorpsBrandingGuidance2017.pdf>

NHC Member Position Description 2020-2021

NHC PROGRAM DIRECTOR AND SITE SUPERVISOR INFORMATION

- Provide the name, job title, and contact information of the member's NHC Director. (to be filled out by NHC)
- Provide the name, job, title and contact information of the members' host site supervisor
BeLinda Berry, Health Educator II, ACHD STD/HIV, BeLinida.Berry@AlleghenyCounty.US or 412-5787-8343
- Irving Torres, NHC Pittsburgh Program Director, irving.torres@alleghenycounty.us or 412-578-2314

Host Site Assurances

By signing below the Host Site is confirming the following:

- The position description activities do not put member(s) at risk for exceeding the limitations on allowable fundraising activities as outlined in requirements of 45 CFR §§ 2520.40-.45? https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf
- The position description activities do not violate the AmeriCorps supplementation restrictions as outlined in requirements of §2540.100 accessed via http://www.ecfr.gov/cgi-bin/textidx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540_1100
- The member will receive no more 20% of the aggregate total of service hours designated as training as outlined in requirements of 45 CFR §2520.50? https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf
- The member position activities follow the requirements related to supplementation, duplication or displacement of staff as outlined in 45 CFR §2540.100 (e) – (f). http://www.ecfr.gov/cgi-bin/textidx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540_1100
- The member will not engage in AmeriCorps prohibited activities as outlined in 45 CFR §2520.65? https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf

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

Host Site Supervisor Full Name (Print):

NHC Member Position Description 2020-2021

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 Operating Site Director:	
NHC Operating Site Director Full Name (Print):	
NHC Operating Site Director Signature:	Date: