

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** Nutrition Educator

AMERICORPS PROGRAM

Program: National Health Corps
NHC City: Pittsburgh

HOST SITE NAME & LOCATION

The member’s main site is located at 5301 Park Ave. Bethel Park, PA 15102. SHIM also has food pantry locations at 1450 Maple Dr. Pittsburgh, PA 15227 and 201 Knoedler Rd. Pittsburgh, PA 15236. The member will serve at least 6 days per month at these other locations.

ORGANIZATION DESCRIPTION & MISSION

SHIM serves low-income suburban families in the South Hills of Pittsburgh, including a growing number of refugee and immigrant families from around the world. Our programs primarily serve the communities of Baldwin-Whitehall, Bethel Park, Castle Shannon, Mt. Lebanon, South Park, and Upper St. Clair. We have three program sites in Bethel Park, Baldwin, and Whitehall. SHIM is the only comprehensive social service agency serving the South Hills communities. The staff of 23 employees is supported by some 274 volunteers who donated more than 23,000 hours of time to SHIM programs last year. SHIM works with more than 1,000 families and 4,000 individuals across all programs throughout the year.

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Suburban poverty in the Pittsburgh region is growing five times faster than in the city. Families are struggling with poverty, hunger, and building a better life. More than 2,600 people, about 800 families, use SHIM's food pantries each year. 49% of households have at least one wage earner—but do not earn a living wage and rely on SHIM for food. According to the Pennsylvania Department of Education, 21% of children in the school districts served by SHIM are eligible for free and reduced school lunches. The number of eligible children has grown in each of the last 5 years in every school district SHIM serves.

SHIM's work centers around three key areas: meeting basic needs, achieving self-sufficiency, and building community. Our Basic Needs programs include three food pantries, the Community Closet at SHIM, information and referral services, and utility assistance through the Dollar Energy Fund. Self-sufficiency programs include service coordination, family support, and children and youth programs. SHIM builds community through a network of volunteers as well as 15 community gardens.

SHIM mobilizes community resources and implements sustainable programs that compassionately help our neighbors meet basic needs, achieve self-sufficiency, and build community. SHIM's vision is an inclusive community where everyone has the opportunity to thrive.

MEMBER POSITION PURPOSE

The NHC member will provide direct service to the low-income households served by SHIM's food pantries and other programs, including those for children and youth. The member's primary duties will be to provide nutrition education, facilitate partnerships with healthcare partners, and connect individuals with health resources.

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.

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SITE CONSIDERATIONS

- Bethel Park site: Blue Line Library T
- Prospect Park site: Y47 bus
- Baldwin site: Y49 bus

This position requires use of a personal vehicle.

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: The dress code depends on the activity for the day, but it is generally casual. Jeans are acceptable. Some activities take place outdoors, so the member should be prepared to dress for the weather.

EXPECTED SERVICE TIME REQUIREMENTS/SCHEDULE

- Regular business hours are Monday-Friday, 8:30 am-4:30 pm. On food pantry distribution days, hours are until 5 or 6 pm. Occasional evening hours may also be required when working with the youth programs.
- 38.5-40 hours per week
- SHIM can be flexible with schedules and works with members to ensure all hours are completed.

MEMBER ROLE/DESCRIPTION OF DUTIES:

The National Health Corps member with South Hills Interfaith Movement (SHIM) will serve as part of a team to provide direct services to South Hills residents, including a growing number of refugee and immigrants. The member will primarily be involved with the food pantries, being in direct contact with over 1,900 individuals on a monthly basis. The goal of SHIM's food pantry program is to provide regular, healthy food to families in need. Food insecurity has been associated with an increased risk for chronic health conditions as well as the management of these conditions. One of SHIM's previous NHC members conducted a health assessment survey of the households served by the organization's three food pantries, finding that higher than average percentages have a household member diagnosed with diabetes, high blood pressure, and/or high cholesterol. These findings are also supported by a recent survey done by the Greater Pittsburgh Community Food Bank at food pantries across Southwestern Pennsylvania.

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The NHC member will respond to these community needs by developing nutrition education resources for the food pantry program. The member will prepare samples of healthy recipes for weekly pantry distributions and will lead cooking classes using the Cooking Matters curriculum. The member will also have the opportunity to provide nutrition education to the Early Childhood, Afterschool, and Youth Mentoring programs. The proposed member will continue the work of the previous NHC member to plan a walking program and potentially other group exercise opportunities.

The member will also work to improve community health access. SHIM works with several healthcare partners including St. Clair Hospital, Gateway Health Plan, and Consumer Health Coalition. The member will serve as the primary liaison in these relationships to plan screenings, insurance enrollment, and other outreach activities. Building rapport with families at the food pantries will allow the member to connect individuals with needed health services.

The NHC member's role will primarily align with the focus area addressing obesity and related chronic conditions. The member will have weekly opportunities to educate food pantry participants on improving their nutrition and increasing physical activity, as well as to provide more targeted nutrition education to smaller groups of cooking class participants.

SHIM serves many seniors through the food pantries and also hosts CheckMates, a program of AgeWell Pittsburgh, that connects local seniors with a weekly check-in phone call. The goal of CheckMates is to help seniors live healthy and happy lives at home with dignity. The NHC member will refer seniors to this and other appropriate programs that will help increase their ability to remain at home while maintaining quality of life. The member will also have the opportunity to develop nutrition and diet resources for senior-specific concerns.

The member will have daily contact with vulnerable populations via telephone, email, meeting one on one in office settings, and in food pantry distributions.

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PROGRAM, PROJECT, OR INITIATIVE NAME (INCLUDE % TIME OVER TERM MEMBER WILL SPEND WITH THIS PROGRAM)	MEMBER ACTIVITIES AND PURPOSE OF SERVICE (List the key activities the member will be responsible for, for each program/project listed)	MEMBER OUTPUTS (How many classes, workshops, clients, patients etc. will the member conduct/serve under each activity)	NHC PERFORMANCE MEASURES (PMs) THIS ACTIVITY FALLS UNDER (if any). (List all relevant PMs.)
Nutrition Education 60%	<ul style="list-style-type: none"> • Create and distribute nutrition education materials • Prepare and serve healthy recipes for weekly food pantry distributions • Lead multiple 6-week Cooking Matters courses • Facilitate nutrition education and cooking demonstrations for Afterschool and Youth Mentoring programs 	1 recipe/produce sampling per pantry (3-4 per month) 2-3 6-week Cooking Matters courses 1-2 child/youth nutrition education sessions per month	Increase Physical Activity and/or Improve Nutrition
General Health Education 20%	<ul style="list-style-type: none"> • Enroll clients in SHIM programs and refer to appropriate health services • Connect seniors with Check Mates and other programs • Conduct surveys to assess impact of health education • Develop relationships with local healthcare partners 	1-2 health education opportunities per month	Seniors (50+) Health Access and Education

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<p>Food Pantry Operations 20%</p>	<ul style="list-style-type: none"> • Participate in regular food pantry operations including: leading volunteer groups to stock shelves, sorting produce donations, and helping families select food • Opportunity to work with SHIM’s community gardens 	<p>6 pantry distributions per month, serving an average of 600 households, 1900 individuals</p>	<p>Non-Member Volunteer Recruitment and Management</p>
SITE ORIENTATION AND TRAINING			
<p>The site supervisor will provide the orientation for the member. This will include SHIM history, programs, tours of the three SHIM locations, and introductions to staff and volunteers.</p> <p>The member will have the opportunity to participate in any staff trainings and well as attend all staff meetings. The member will engage with staff members of all programs, as well as volunteers and other AmeriCorps members serving at SHIM. In addition to the listed member responsibilities, the member will also have the opportunity to work with other SHIM programs of interest.</p>			
SITE MEMBER QUALIFICATIONS			
<ul style="list-style-type: none"> • Self-motivated • Flexible and easy going • Enjoy working with people of all ages and backgrounds • Desire to work with and learn about people from different countries and cultures • Strong interpersonal, organizational, written, and verbal communication skills • Bachelor’s Degree in the social or health sciences, public health, nutrition, or related field required • Knowledge of basic office computer software (Microsoft Office) and Internet • Valid driver’s license and own transportation • Ability to lift up to 40 pounds 			

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- Basic knowledge of nutrition
- Experience working with people of all ages and backgrounds

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. 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.

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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

In order to be eligible to serve in this position and in the NHC Program, a person must meet the following requirements:

1. Must be at least 18 years of age by the time training begins;
2. Must be a United States citizen or National or have a permanent resident visa;
3. Must have a high school diploma or an equivalency certificate (or agree to obtain a high school diploma or its equivalent before using an education award) and must not have dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. 1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent;
4. Must have complied with all CNCS required criminal history checks including 1) a State Criminal Registry Check of the CNCS designated repository in both the state in which the program operates and the state in which the member resided at the time they applied to the program; 2) a nationwide fingerprint based FBI background check; and 3) a Department of Justice National Sex Offender Registry Check. The member understands that if the results of the required criminal history checks reveal that they are subject to a state sex offender registration requirement and/or have been convicted of homicide (1st, 2nd or 3rd degree) they will be **ineligible** to serve in the Program. The member also understands they will have the opportunity to review and dispute the findings from the criminal history check.
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

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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 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)

Molly Penderville | Senior Operations Coordinator | 412-854-9120 x108 | mpenderville@shimcares.org

Irving Torres | NHC Pittsburgh Program Director | 412 578 2314 | irving.torres@allegHENYcounty.us

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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):

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: