



# NHC Member Position Description 2019-2020



**Please complete one service position description for EACH member.**

The service position description is used in the recruitment and matching process. Each service position description must be sent electronically in MS Word format to complete an application. Please replace all yellow text with your information.

### MEMBER POSITION/TITLE

- **NHC Position Title: Outreach Coordinator**
- **Host Site Position Title: MCH Fourth Trimester Coordinator**

### AMERICORPS PROGRAM

**Program:** National Health Corps

**NHC City:** Pittsburgh

### 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.**

Hosanna House  
807 Wallace Ave  
Wilkinsburg, PA 15221

### ORGANIZATION DESCRIPTION & MISSION

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

The Allegheny County Health Department’s mission is to protect, promote, and preserve the health and well-being of all Allegheny County residents, particularly the most vulnerable. We strive daily to assure quality public health services to more than 1.2 million county residents. The mission of the Maternal and Child Health Program is to improve the quality of life and health of mothers, infants, children, and families in Allegheny County.

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The goal of MCH is to help support families with their parenting goals. Home visiting is associated with positive outcomes for both children and families. The MCH program offers nurse home visiting, breastfeeding support, smoking cessation support, and fatherhood engagement.

We are eligible to serve all families in Allegheny County and we focus our efforts on those who are most vulnerable.

### 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 new NHC member will be implementing a new 4<sup>th</sup> trimester initiative for the MCH program. In an effort to combat maternal and infant morbidity and mortality during the critical 1<sup>st</sup> year after birth the MCH program plans to launch a 4<sup>th</sup> trimester initiative with a three-pronged approach.

### 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 total hours may be designated as training.
  - A maximum of 10% of the aggregate 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

Is your site accessible via public transportation (if yes, what line/route)?: Yes 67

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**Does this position require the use of a personal vehicle?** Yes

**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 t-shirts, flip flops, shorts, or tank tops

### 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. M-F 8:30-4:30, some weekend and evening hours depending on events
- How many hours of meaningful service do you anticipate the member serving weekly? (please select hours expectation between 36-40 hours) 37.5 since they will need a lunch break
- 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 you do not, please state this. If you do, please describe. Since we are the health department, we don't have much flexibility, however, there are some weekend and evening events.

### MEMBER ROLE/DESCRIPTION OF DUTIES:

- Describe the specific program(s), project(s), or initiative(s) that the member will serve with.
- What will the member's specific role be with this program/project/initiative?

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- 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).
- Clearly describe 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](https://www.nationalservice.gov/sites/default/files/documents/fy13_12_1005_48.pdf)

The purpose of this position is to launch a 4<sup>th</sup> trimester initiative for the MCH program in an effort to decrease maternal and infant morbidity and mortality. At the Maternal and Child Health Program, we strive to promote positive parenting by helping families be healthy, have a healthy pregnancy and postpartum experience, support child growth and development and provide support to families to help them achieve their goals. The majority of the women in our program are considered high-risk and come from underserved communities.

The NHC member will be a part of the MCH education/outreach team and launching a 4<sup>th</sup> trimester initiative that focuses on providing education to program participants and community members in an effort to reduce obesity and chronic conditions linked to obesity for both parents and children.

The 4<sup>th</sup> trimester initiative will take a three-pronged approach: 1) Increasing physical activity for parents that have received a diagnosis of obesity, hypertension, pre-eclampsia, or gestational diabetes; 2) Normalize breastfeeding in the community and encourage and support breastfeeding initiation and retention among program participants; 3) Provide smoking cessation support to pregnant and postpartum parents to reduce effects of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> hand smoke among program participants and their children ultimately impacting their long-term health.

### **Position Responsibilities:**

1) Insert specific tasks and responsibilities that member will carry out throughout the service term. Include any specific programs, projects, or initiatives that the member will serve with.

The member will be responsible for launching the MCH 4<sup>th</sup> Trimester Initiative and will:

- Creating educational materials for postpartum kits.
- Preparing and delivering postpartum kits.

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- Creating a recipe book for pregnant and postpartum program parents that have been diagnosed with obesity, hypertension, pre-eclampsia, or gestational diabetes (this is considered a specific sub-set of program participants and most activities the member will be doing will focus on this group).
- Creating a physical activity guide tailored to each program participant considering barriers and strengths of the family.
- Connecting with program participants on a bi-monthly basis to support families on their journey to better health and to trouble shoot any barriers the family may encounter when trying to attain better health.
- Tracking program participant progress.
- Encouraging and educating prenatal parents about the benefits of breastfeeding.
- Connecting postpartum parents with breastfeeding support.
- Be trained as a Certified Tobacco Treatment Specialist.
- Educating families about the harmful effects of smoking on infants and children.
- Providing prenatal and postpartum parents with one-on-one smoking cessation support.
- Connecting families to community resources that encourage and support healthy lifestyles.

ACHD's MCH program serves a predominately urban, high-risk population in need of additional supportive services.

<b>PROGRAM, PROJECT, OR INITIATIVE NAME</b> <i>(INCLUDE % TIME OVER TERM MEMBER WILL SPEND WITH THIS PROGRAM)</i>	<b>MEMBER ACTIVITIES AND PURPOSE OF SERVICE</b> <i>(List the key activities the member will be responsible for, for each program/project listed)</i>	<b>MEMBER OUTPUTS</b> <i>(How many classes, workshops, clients, patients etc. will the member conduct/serve under each activity)</i>	<b>NHC PERFORMANCE MEASURE(S) THIS ACTIVITY FALLS UNDER (if any).</b> <i>(List all relevant PMs.)</i>

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<p>Example:</p> <p>Nutrition Education Program (60% of time)</p> <p>Diabetes Self-Management Program (30% of time)</p>	<p>Example:</p> <ul style="list-style-type: none"> <li>● Member will recruit students for classes on basic nutrition</li> <li>● Member will update an existing nutrition curriculum to teach to students</li> <li>● Member will handle all logistics for nutrition classes</li> <li>● Member will teach the nutrition class</li> </ul>	<p>Example:</p> <p>The member will teach 15 classes reaching 150 youth</p> <p>The member will create 2 curricula</p>	
<p>4<sup>th</sup> Trimester Initiative:</p> <p>1) Increasing physical activity for parents that have received a diagnosis of obesity, hypertension, pre-eclampsia, or gestational diabetes (50%).</p>	<ul style="list-style-type: none"> <li>● Create educational materials for postpartum kits.</li> <li>● Prepare and deliver postpartum kits.</li> <li>● Create a recipe book for pregnant and postpartum program parents that have been diagnosed with obesity, hypertension, pre-eclampsia, or gestational diabetes (this is considered a specific sub-set of program participants and most activities the member will be doing will focus on this group).</li> <li>● Create a physical activity guide tailored to each program participant considering barriers and strengths of the family.</li> <li>● Connect with program participants on a bi-monthly basis to support families on their journey to better health and to trouble shoot any barriers the family may encounter when trying to attain better health.</li> </ul>	<ul style="list-style-type: none"> <li>● The member will prepare a minimum of 250 postpartum kits.</li> <li>● The member will create 1 or more recipe books for postpartum clients depending on their dietary needs.</li> <li>● The member will work with a minimum of 25 program families and create physical activity guides</li> </ul>	

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	<ul style="list-style-type: none"> <li>● Track program participant progress and discuss results with family.</li> <li>● Connect families to community resources that encourage and support healthy lifestyles.</li> <li>● Conduct community outreach at public health events to discuss MCH's 4<sup>th</sup> Trimester Initiative and services.</li> </ul>	<p>and goal plans for families.</p> <ul style="list-style-type: none"> <li>● The member will create a tracking system for each family and discuss progress 2 times a month with family.</li> <li>● The member will attend a minimum of one monthly outreach event (depending on COVID, events may be virtual).</li> </ul>	
<p>2) Normalize breastfeeding in the community and encourage and support breastfeeding initiation and retention among program participants that have received a diagnosis of obesity, hypertension, pre-</p>	<ul style="list-style-type: none"> <li>● Encourage and educate prenatal parents about the benefits of breastfeeding.</li> <li>● Connect postpartum parents with breastfeeding support.</li> <li>● Connect families to community resources that encourage and support healthy lifestyles.</li> </ul>	<ul style="list-style-type: none"> <li>● The member will educate the 25 target families around breastfeeding benefits and connect</li> </ul>	

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<p>eclampsia, or gestational diabetes (35%).</p>	<ul style="list-style-type: none"> <li>● Conduct community outreach around the benefits of breastfeeding, targeting neighborhoods with low breastfeeding initiation and duration rates.</li> </ul>	<p>families to support if desired.</p> <ul style="list-style-type: none"> <li>● The member will attend a minimum of one monthly outreach event (depending on COVID, events may be virtual).</li> </ul>	
<p>3) Provide smoking cessation support to pregnant and postpartum parents to reduce effects of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> hand smoke among program participants that have received a diagnosis of obesity, hypertension, pre-eclampsia, or gestational diabetes and their children ultimately impacting their long-term health (15%).</p>	<ul style="list-style-type: none"> <li>● Become trained as a Certified Tobacco Treatment Specialist.</li> <li>● Educate families about the harmful effects of smoking on infants and children.</li> <li>● Provide prenatal and postpartum parents with one-on-one smoking cessation support.</li> <li>● Connect families to community resources that encourage and support healthy lifestyles.</li> </ul>	<ul style="list-style-type: none"> <li>● Once trained the member will provide smoking cessation support and counseling to families (from the 25 target families) that request it.</li> </ul>	



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<b>SITE ORIENTATION AND TRAINING</b>			
<ul style="list-style-type: none"> <li>● Briefly describe the orientation process at the site for members</li> <li>● 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.</li> </ul> <p>The member will be immediately joining all bi-monthly staff meetings of the MCH. The orientation will take place throughout the first month of the member's service year. Orientation topics will include: staff roles and responsibilities, member roles and responsibilities, the importance and impact of home visiting, history of maternal and child health at the health department, introduction to breastfeeding and benefits, introduction to fatherhood and engagement and impact, introduction to smoking cessation activities, MCH program initiatives and projects, MCH home visiting shadowing.</p> <p>Training continues throughout the year and the member will attend most of the trainings of the MCH staff which include implicit bias, motivational interviewing, mandated reporting, adverse childhood experiences, child abuse and neglect, etc. In addition, the member will be trained as a Certified Tobacco Treatment Specialist.</p>			
<b>SITE MEMBER QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>● Describe the traits that will help a member succeed in this position (e.g. outgoing, analytical, patient, good with children). Flexible, adaptable, able to communicate with different populations, takes initiative, able to work independently, team player, willingness to learn.</li> </ul>			

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- List the minimum qualifications, training, or experience required to be successful in the position). Able to use Microsoft office suite including Publisher
- List the skills and/or experience that will help a member succeed in this position (e.g. customer service, language skills). Good communicator, ability to create flyers, brochures, and documents for program participants, ability to facilitate meetings/groups.

### MEMBER BENEFITS

The member in this position will receive from the NHC program the following benefits:

1. **Living Allowance** in the amount of **\$13,992.00**.

- 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 his/her 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

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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 (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;

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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 both 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-ameri-corps-members>

### AMERICORPS BRANDING 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 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

Annie Nagy

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Public Health Administrator  
[Annie.nagy@alleghenycounty.us](mailto:Annie.nagy@alleghenycounty.us)  
412-247-7957  
807 Wallace Ave  
Wilkinsburg, PA 15221

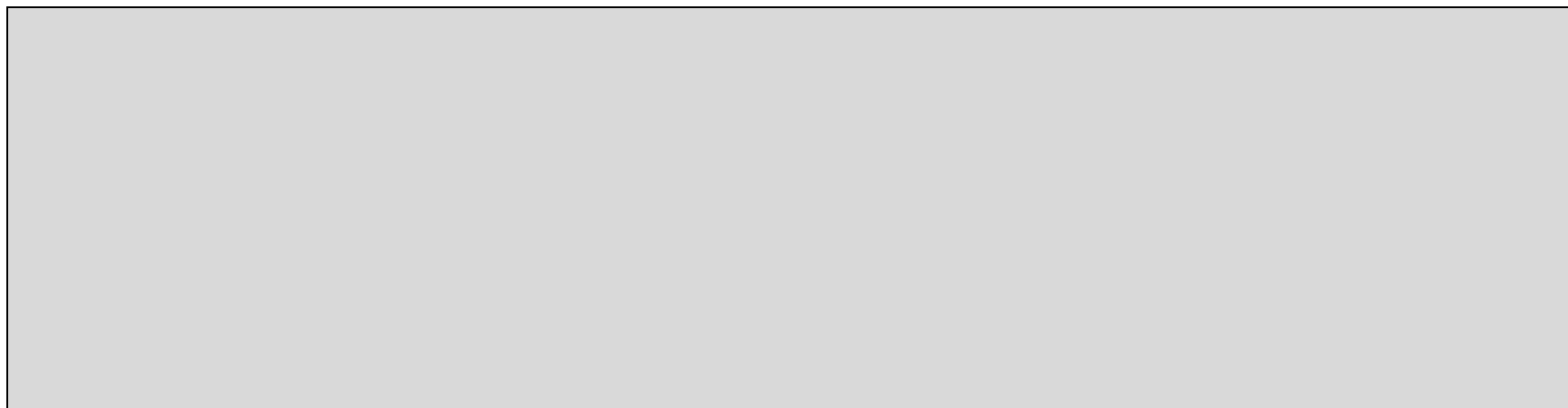
Irving Torres  
NHC Pittsburgh Program Director  
[Irving.torres@alleghenycounty.us](mailto:Irving.torres@alleghenycounty.us)  
542 4<sup>th</sup> Ave Pittsburgh PA 15219

### 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 activity as outlined in requirements of 45 CFR §§ 2520.40-.45? [https://www.nationalservice.gov/pdf/45CFR\\_chapterXXV.pdf](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](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](https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf)
- The member position activities follows 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](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](https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf)

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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:**