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| **Please complete one service position description for EACH member.**  The position description must detail the activities you anticipate the NHC AmeriCorps 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 organization’s information. Each position description must be sent electronically in Microsoft Word format to NHC in order for the host site application to be considered complete.  **Note:** If you are a returning site AND you are applying for the same position with no changes to member service activities from the previous year, please copy and paste the requested information onto this template provided for program year 2021-2022 and complete all new sections of this form. |
| **MEMBER POSITION/TITLE** |
| * **NHC Position Title:** (to be completed by NHC Operating Site Director) * **Host Site Position Title** (this might be something more specific to your proposed position activities, e.g., Community Health Liaison or Diabetes Care Coordinator): |
| **AMERICORPS PROGRAM** |
| **Program:** National Health Corps  **NHC Operating Site:** Public Health Institute of Metropolitan Chicago (PHIMC) |
| **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. |
| **ORGANIZATION DESCRIPTION & MISSION** |
| Provide your organization’s mission, a summary of the organization’s main objectives and services, and a description of the communities it aims to serve. |
| **MEMBER POSITION PURPOSE** |
| Provide a brief (1-3 sentences) summary of the purpose of this member service position by outlining the duties and responsibilities of the member and how this role connects with the larger host site organization.   |  | | --- | |  | |
| **MEMBER TERM OF SERVICE** |
| This is a full-time AmeriCorps national direct service position. To fulfill this position, the member will:   * complete 42-46 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** |
| **Is your site accessible via public transportation? If yes, what line/route?** |
| **Does this position require the use of a personal vehicle?**  **Note: Host Sites are responsible for the reimbursement of site-related travel that occurs during the service day. This may be either public transit fare or mileage reimbursement as well as parking and/or tolls.** |
| **How will the host site cover the member’s transportation costs for travel that occurs during the service day (e.g., mileage reimbursement, individual public transit fares, public transit weekly/monthly passes, etc.)?** |
| **Organization dress code: Insert dress code expectations for the member dependent on your organization’s dress code policy. Please be as specific as possible.** |
| **EXPECTED SERVICE TIME REQUIREMENTS/SCHEDULE** |
| * Include the days and hours of the week that the member will typically be expected to serve while in the position. * How many hours of meaningful service do you anticipate the member serving weekly? Please select an hours expectation between 36 and 40 hours/week. * NHC AmeriCorps 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. * Does the position offer flexible hours/service formats for members who may need them due to childcare commitments, probation/parole requirements, or other obligations? If so, please describe the parameters of this flexibility. |
| **MEMBER ROLE/DESCRIPTION OF DUTIES:** |
| * Describe the specific program(s), project(s), or initiative(s) with which the member will serve. * What will the member’s specific role be with this program/project/initiative? * How will the member’s primary activities align with National Health Corps’ mission of providing health access and education to underserved communities, while addressing one or more of NHC’s service focus areas? These focus areas are: prevent and respond to prescription drug and opioid use disorders, 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, increase physical activity and improve nutrition with the purpose of reducing obesity and/or chronic conditions that are linked to obesity, and prevent or respond to COVID-19. * How will the member’s activities address structural oppression in policies, procedures, and practices that contribute to health disparities in NHC’s focus areas? Describe how at least 15% of the member’s host site service hours will be spent on such activities. * In the event of ongoing concerns/restrictions related to the COVID-19 pandemic, can some/all of the proposed member activities be completed remotely (via teleservice), or must all activities be completed on-site? * 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> |
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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)*.**  **(NHC will complete this section.)** |
| Example:  Nutrition Education Program (60% of time)  Diabetes Self-Management Program (30% of time) | Example:   * Member will recruit students for classes on basic nutrition * Member will update an existing nutrition curriculum to teach to students * Member will handle all logistics for nutrition classes * Member will teach the nutrition class | Example:  The member will teach 15 classes reaching 150 youth  The member will create 2 curricula |  |
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| **SITE ORIENTATION AND TRAINING** | | | |
| * Briefly describe the orientation process at the site for members and summarize the professional, personal, or service-related member development activities and training that a member might engage in during their service with your site. Additional information about this can be found in the Host Site Training Plan document. | | | |
| **SITE MEMBER QUALIFICATIONS** | | | |
| * Please describe the traits that will help a member succeed in this position (e.g., outgoing, analytical, patient, good with children). * Please list the minimum qualifications, training, or experience required to be successful in the position (e.g., formal or informal educational experience, certifications, lived experience, etc.). * Please list the skills and/or experience that will help a member succeed in this position (e.g., customer service, language skills, community engagement and outreach skills). | | | |
| **MEMBER BENEFITS** | | | |
| **The member in this position will receive from the NHC program the following benefits:**   1. **Living Allowance** in the amount of **$15,100.**    1. The living allowance is taxable, and taxes will be deducted directly from the living allowance.    2. 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. This means that a member who exits early in the first week (or first ½) of a pay period receives ½ a stipend and 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 the agreed-upon 42-46-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 Coverage**. 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 coverage through the program where they serve. Coverage for full-time members begins after mandatory documentation is received and processed. Member health coverage does not cover family members and dependents.  3. **Member Assistance Program (MAP)**. All NHC AmeriCorps members have access to the AmeriCorps MAP, which provides accessible and quality mental health services to AmeriCorps members.  4. **Child Care.** A child-care subsidy paid directly to the child-care provider by an AmeriCorps 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. One full-time term of service is 42-46 weeks and a minimum of 1,700 hours. 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 NHC Operating Site staff, they may use the AmeriCorps web-based system to apply for loan forbearance. NHC is not responsible for following through with private lenders. | | | |
| **MINIMUM NHC AMERICORPS 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 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 considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. 1091), or must have 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 AmeriCorps required criminal history checks including 1) a State Criminal Registry Check of the AmeriCorps-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** | | | |
| All NHC AmeriCorps 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 NHC 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 NHC 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 performance in competency areas identified by NHC;  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-americorps-members> | | | |
| **AMERICORPS BRANDING AND MESSAGING** | | | |
| For guidance on AmeriCorps branding and messaging, please refer to the below link:  <https://www.nationalservice.gov/about-cncs/transformation-and-sustainability-plan/strengthening-our-brand/americorps-brand-resources> | | | |
| **NHC PROGRAM DIRECTOR AND SITE SUPERVISOR INFORMATION** | | | |
| |  | | --- | | Alisha Jani  Pronouns: she/her  Project Manager – National Health Corps Chicago  Public Health Institute of Metropolitan Chicago (PHIMC)  [alisha.jani@phimc.org](mailto:alisha.jani@phimc.org)  (p): (312) – 629-2988 ext. 113   * Provide the name, job, title and contact information of the members’ host site supervisor | | | | |
| **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 accessed via <https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf> * The position description activities do not violate the AmeriCorps supplantation restrictions as outlined in requirements of §2540.100 accessed via [http://www.ecfr.gov/cgibin/textidx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540\_1100](http://www.ecfr.gov/cgi-bin/text-idx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540_1100) * The member will receive no more than 20% of the aggregate total of service hours designated as training as outlined in requirements of 45 CFR §2520.50 accessed via <https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf> * The member position activities follow the requirements related to supplantation, duplication or displacement of staff as outlined in 45 CFR §2540.100 (e) – (f) accessed via <http://www.ecfr.gov/cgi-bin/text-idx?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:** | | | |