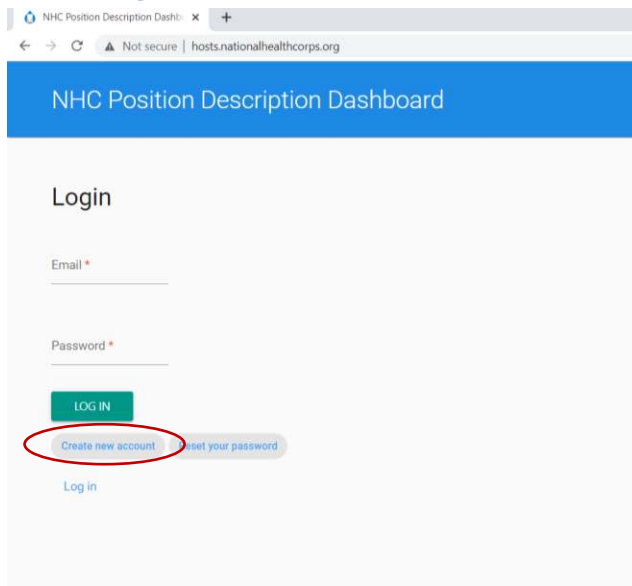




Position Description Portal Manual – Host Site Applicants

Thank you for using the National Health Corps Position Description Portal. This portal will be replacing the PDFs that sites have completed and submitted in previous years. Please use this step-by-step manual to enter a position description for review by NHC operating site staff. A position description must be completed for each member slot you are looking to fill.

Creating an account



1. Visit <http://www.hosts.nationalhealthcorps.org> or <http://www.hosts.nationalhealthcorps.org/user/register> to log in. If this is your first time to the site, select “Create new account”.



ts.nationalhealthcorps.org/user/register

Create new account

LOG IN CREATE NEW ACCOUNT RESET YOUR PASSWORD

Email *

Password *

Password strength:

Confirm password *

Passwords match:

Host Name *

Host City & State *

2. When you create a new account, you will be prompted to enter your email, a password, the name of your host site, and the city and state of your host site.

Viewing Your Dashboard

NHC Position Description Dashboard

Add Position Description

Completed

Position	Status	Created
Test Position	Signed	01/07/2023

Unmasquerade
Log out

3. Once you create an account, you will be brought to your dashboard. From here, you will be able to see any position descriptions that you have created, what status they are in, and create a new position description.

**Note: the available position statuses are: draft, submitted – pending, edits required, completed, and signed.*



Adding a Position Description

National Health Corps (NHC) AmeriCorps Member Position Description 2022-2023

Instructions - please review these instructions carefully prior to completing this document:

- Please complete one service position description for EACH NHC member who will serve at the Host Site organization. All required elements below must be completed in full.
- The position description provides key information about the NHC AmeriCorps member service position. This is an auditable document, and must accurately reflect the NHC member's activities. Should the member's activities need to change, an updated position description must be provided to and approved by the NHC Operating Site Director prior to any changes in member activities occurring.
- Note: Throughout this document, the member must be referred to as a "member" or "AmeriCorps member," NOT "staff," "intern," "employee," etc. Use appropriate National Service terminology, including "serve," "service position" etc. instead of "hire," "work," "job," etc.
- Note: if you are a returning site AND you are requesting the same position with no changes to member service activities from the previous year, you will still need to provide the requested information on this 2022-2023 template, which requests information that may differ from information provided in previous years.

4. When you click "Add Position Description", you will be brought to this page. Please read the instructions before proceeding. Add the name of your host site as it appears on your RFP and application.

Host Site

What is the name of your organization (host site) as stated in your RFP/application? *

What is your NHC program location? *



Host Site

What is the name of your organization (host site) as stated in your RFP/application?*

What is your NHC program location?*

- Central California
- Central California - Community Health Fellowship
- Chicago
- Delaware - Community Health Fellowship
- Florida
- Greater Philadelphia - Community Health Fellowship
- Northeast Pennsylvania - Community Health Fellowship
- Philadelphia
- Pittsburgh
- San Francisco
- Southern California Inland - Community Health Fellowship

In what city and state is your host site? *

What is this position's title?*

5. Select your program location. If you are unsure if you are a Community Health Fellowship site, please reach out to your NHC Operating Site contact to verify.

6. Add your host site's city and state, as well as the title of this member position.

What category does this position fall under? *

See category explanations below

- N/A
- Capacity Builder
- Care Coordinator
- Case Manager
- COVID-19 Responder
- Digital Health Navigator
- Health Educator
- Language Services Navigator
- Outreach Coordinator
- Patient Navigator

[^ Category Explanations](#)

Capacity Builder - The Capacity Builder serves in NHC's priority areas to enhance the host site's range of services, expand existing services to new geographic areas, reach a more diverse group of service users/clients, and develop outreach methods to hear directly from community members about ways to reduce health disparities, to improve education/skill-building services, and to improve care coordination, screening, and/or health screening services.

Capacity-building activities conducted through NHC must have the purpose of providing more, better, and/or more sustainable direct services. This position type should only be selected for positions that involve 50% or more of the member's time devoted to capacity-building activities. Positions that involve less than 50% of the aforementioned activities should be categorized as one of the NHC direct service position types.

Care Coordinator - The Care Coordinators will serve patients and their families within clinical,

7. Select the NHC category that this position falls under. Click "Category Explanations" for a short paragraph describing the typical duties of each type of position.



Member Position Summary

Please provide the following information about the member's position in narrative format. All areas below must be addressed.

Detail the specific program, project, or initiative with which the member will serve *

|

Provide a brief summary of the purpose and major duties/responsibilities of the member service position *

8. Provide specific details about the program, project, or initiative that the member will work with or under.

9. Include a brief summary of the purpose and major duties and responsibilities of this position.



How does the position fit within the overall host site organization? [▲]

Detail the community/population(s) served through the position [▲]

Detail the unmet needs the member will be filling, and how this position is unique and does not violate AmeriCorps regulations related to nonduplication and nondisplacement [▲]
See www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2540#2540.100

10. Fill in each text box with as much detailed information as you can provide.

Detail the unmet needs the member will be filling, and how this position is unique and does not violate AmeriCorps regulations related to nonduplication and nondisplacement [▲]
See www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2540#2540.100

A description of the member's recurring access to vulnerable populations as outlined in 45 CFR §2510.20. [▲]
Please review the regulations here: www.law.cornell.edu/cfr/text/45/2510.20

11. Click on the hyperlinked text in blue for an explanation of AmeriCorps' non-duplication and non-displacement regulations, if needed.

12. Click on the hyperlinked text in blue to get an explanation of recurring access to vulnerable populations, if needed.



Member Position Essential Functions

Please fill out the following section with specific information about all activities the member will perform during the course of service. Avoid phrases such as "other duties as assigned."

Note: If a member position description includes member participation in volunteer recruitment, management, or similar activities, a brief description of the potential volunteer activities for which the member will be recruiting should be added within the position description.

Note: If members are required to participate in individual or group service projects away from their service site and outside the scope of their typical service activities, the description should include examples of what typical projects entail.

Program, Project, or Initiative name [▲]

Include the percentage of time over term that member will spend with this project. For example, "Nutrition Education Program (60% of time)". 15% of a member's time must be dedicated towards addressing structural oppression at the host site.

13. In the "Program, Project, or Initiative" text box, please enter the percentage of time a member will spend with each project. The total percentage of time spent between projects should add to 100%.

**Note: a component addressing structural oppression should take 15% of the member's service time*



Member Activities and Purpose of Service ▲

List the key activities the member will be responsible for for each program/project listed. For example, "Member will recruit students for classes on basic nutrition".

Member Outputs ▲

List the number of classes, workshops, patients, etc. that the member will conduct/serve under each activity. For example, "The member will teach 15 classes reaching 150 youth".

14. Fill in each text box with as much detail as possible.

Ideal Candidate

Characteristics of an Ideal Candidate ▲

Please select the top 5 traits that would make a candidate ideal for this position.

- Familiar with health equity-related issues
- Self-starter
- Team-oriented
- Flexible
- Organized
- Multi-tasker; able to balance
- Detail-oriented
- Research and analytical skills
- Writing skills
- Able to review and synthesize information
- Experience managing projects or processes
- Able to build strong relationships
- Comfort speaking with others, individually or in groups
- Community engagement/outreach skills
- Group facilitation skills
- Able to communicate effectively with individuals or diverse backgrounds and identities
- Creative problem-solving skills
- Compassionate
- Curious

15. Select 1-5 characteristics of the ideal candidate for this role.



Site Considerations

Is your site accessible via public transportation? [▲]

- N/A
- Yes
- No

What line/route?

Does this position require the use of a personal vehicle? [▲]

- N/A
- Yes
- No

How will the Host Site cover the member's transportation costs for travel that occurs during the service day?

Host Sites are responsible for the reimbursement of site-related travel and parking that occurs during the service day. This may be either public transit fare or mileage reimbursement as well as parking and/or tolls.

- mileage reimbursement
- individual public transit fares
- parking costs
- public transit weekly/monthly passes, etc.)
- Other

16. A text box will appear in relation to certain answers. For instance, if your site is accessible via public transportation, you will be prompted to include the line/route.

Does your organization have a dress code? [▲]

- N/A
- Yes
- No

If yes, please insert specific dress code expectations for the member dependent on your organization's dress code policy.

Refrain from terms like 'business casual' and give specifics, i.e. 'no jeans or open-toed shoes allowed.'

17. If your site has a specific dress code, please be as detailed as possible. Avoid answers like "business casual" and include specifics like "no jeans" or "jeans and sneakers allowed on Fridays".



Special Considerations

Special Considerations

- Unusual physical demands involving climbing, lifting, stooping, and reaching, etc.
- Unusual service hours, involving evenings, weekends, or long shifts
- Special dress code
- Personal vehicle required
- Significant travel (more than 25%)
- Special safety regulations or precautions that must be observed
- Unsafe or hazardous surroundings or working conditions
- Language proficiency (complete the following question if language proficiency is required)
- Health screening or service required
- Criminal history check requirements beyond those required by National Health Corps
- Position offers 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.

Please describe any considerations in the text box below. ▲

18. Selecting any special considerations for this position will expand a text box. Please describe the specifics of this special consideration.



Language Proficiency

Is proficiency in a language other than English required? [▲]

N/A
 Yes
 No

[Show row weights](#)

Languages

Proficiency [Collapse](#) ⋮

What language must the member have proficiency in?

Speaking Proficiency*
Please check below the level of speaking proficiency of the noted language

Elementary Proficiency: Able to satisfy routine travel needs and minimum courtesy requirements.
 Limited Working Proficiency: Able to satisfy routine social demands and limited work requirements.
 Minimum Professional Proficiency: Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.
 Full Professional Proficiency: Able to use the language fluently and accurately on all levels pertinent to professional needs.
 Native or Bilingual Proficiency: Speaking equivalent to that of an educated native.

Reading Proficiency*
Please check below the level of reading proficiency of the noted language

Elementary Proficiency: Able to read some personal and place names, street signs, office and shop designations, numbers, and isolated words and phrases.
 Limited Working Proficiency: Able to read simple prose, in a form equivalent to typescript or printing, on subjects within a familiar context.
 Minimum Professional Proficiency: Able to read standard newspaper items addressed to the general reader; routine correspondence, reports, and technical materials in the individual's special field.
 Full Professional Proficiency: Able to read all styles and forms of the language pertinent to professional needs.
 Native or Bilingual Proficiency: Reading equivalent to that of an educated native.

[Add Proficiency](#) to Languages

19. If proficiency in a language other than English is required, please include it here.

20. Please rate the level of language proficiency (both speaking and reading) that is required of the member.

21. If you are adding more than one language, click "Add Proficiency" to include information on another language or languages.



PHIMC
Public Health Institute
of Metropolitan Chicago

Expected Service Time Requirements/Schedule

Please provide the days and hours of the week that the member will typically be expected to serve while in the position *

Please provide the total number of hours the member should serve each week in order to complete the service term on time *

this will generally be 36-40 hours/week for full-time members

Does the Host Site offer flexibility regarding extended hours a member could serve to make up missed time? *

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).

- N/A
- Yes
- No

Please Describe *



22. Include specifics around the member's expected schedule.

23. If your site offers any flexibility in scheduling, please describe it here.



PHIMC
Public Health Institute
of Metropolitan Chicago

Service Analysis Information

In each of the following six categories, check the description(s) that most closely matches your expectations for this position after 90 days of service.

Knowledge Required for the Position

Required information or skills that must be applied in order to successfully perform the duties of the position.

- Knowledge of AmeriCorps/Health Corps member requirements
- Skill with Microsoft Office or other software for a variety of data processing operations involving a range of problem solving, record keeping, correspondence, and service tracking options.

Additional information or explanations

Supervision ▲

How service activities are assigned.

- Member uses initiative in carrying out recurring assignments following set procedures, independently
- The supervisor assigns service activities, advises on changes in procedures, and is available for assistance when required
- The supervisor assigns service activities in terms of project objectives and basic priorities and is available for consultation in resolving controversial issues.
- Help text: In the space below, please provide any additional information or explanations.

24. In the “Service Analysis Information” section, please answer all questions and use the text boxes to include any additional information.

Minimum NHC Member Qualifications

Help text: 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 the service term begins.
2. Must be a United States citizen, national, or lawful permanent resident.
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 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 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 (1, 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 Site.

I have read and understood the above information. ▲

25. Please read and acknowledge both the “Minimum NHC Member Qualifications” as well as the “Member Benefits”.



7. **Child Care:** Child care subsidy paid directly to the child care provider by an AmeriCorps systems 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.

5. **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 (both the minimum number of weeks and minimum number of 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.

6. **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 eGrants by the NHC Operating Site staff, they may use the AmeriCorps web-based system to apply for loan forbearance. The NHC is not responsible for following through with private lenders.

I have read and understood the above information. [▲](#)

[Save as Draft](#) [Submit](#)

26. Click "Save as Draft" to keep an editable copy of this position description on your dashboard. Click "Submit" to send this position description to operating site staff to review.

Editing and Submitting Position Descriptions

NHC Position Description Dashboard

[Add Position Description](#)

In Progress

Position	Status	Created	
Test	Draft	01/20/2023	Edit
Test	Draft	01/20/2023	Edit
Test	Draft	01/20/2023	Edit

Completed

27. Position Descriptions submitted as drafts can be edited at any time. Click on the blue "Edit" button to make changes or submit it to your operating site staff.



NHC Position Description Dashboard Position Description Test has been up

Add Position Description

In Progress

Position	Status	Created	
Test	Submitted - Pending	01/20/2023	
Test	Draft	01/20/2023	Edit
Test	Draft	01/20/2023	Edit

Completed

28. Position descriptions submitted to staff will be marked as “Submitted - Pending” and you will no longer be able to edit them.

NHC Position Description Dashboard

Add Position Description

In Progress

Position	Status	Created	
Test	Edits Required	01/20/2023	Edit
Test	Draft	01/20/2023	Edit
Test	Draft	01/20/2023	Edit

Completed

29. Your operating site staff may request edits to your position description. If this is the case, you will receive an email from staff outlining these requested edits and the position description will be marked with “Edits Required”. You can now edit the position description.



- 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.
- 5. **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 (both the minimum number of weeks and minimum number of 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.
- 6. **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 eGrants by the NHC Operating Site staff, they may use the AmeriCorps web-based system to apply for loan forbearance. The NHC is not responsible for following through with private lenders.

I have read and understood the above information. ▲

Resubmit to Staff

30. Once the edits have been made, select "Resubmit to Staff" to send it to operating site staff for further review.

NHC Position Description Dashboard			Position Description Test has been
Add Position Description			
In Progress			
Position	Status	Created	
Test	Resubmitted	01/20/2023	
Test	Draft	01/20/2023	Edit
Test	Draft	01/20/2023	Edit
Completed			

31. The position description will now be marked as "Resubmitted" and you are no longer able to edit it. Operating site staff will review and/or approve changes.



NHC Position Description Dashboard

[Add Position Description](#)

In Progress

Position	Status	Created	
Test	Draft	01/20/2023	Edit
Test	Draft	01/20/2023	Edit

Completed

Position	Status	Created	
Test	Completed	01/20/2023	
Test Position	Signed	01/07/2023	

32. After your position description is accepted, it will be marked as “Completed”. Your operating site staff will send you a copy to sign and retain for your records. It will be marked as “Signed” when this happens.

Thank you for submitting a position description through our NHC Position Description Portal! If you have any questions about your member position along the way, please reach out to your operating site staff. Questions or comments specific to the portal can be directed to Connor Lightcap, NHC National Program Manager, at lightcap@healthfederation.org.