



National Health Corps (NHC):Community Health Fellowship (CHF) Member Position Description 2022-2023

***Instructions - please review these instructions carefully prior to completing this document:
(please delete upon completion of a finalized position description)***

- ***Please complete one service position description for EACH NHC: PHWC 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: PHWC 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: PHWC Operating Site Director prior to any changes in member activities occurring.*
- *This template contains several items which are highlighted in yellow or green.*
 - ***Host Sites:*** *please replace all text highlighted in yellow with your organization's information. Please do not change any other text within this template. Text that is highlighted in green will be completed by the NHC Operating Site.*
 - *Each position description must be sent electronically to the NHC: PHWC Operating Site in order for the Host Site application to be considered complete.*
 - *Operating Sites:* *please review all information provided by the Host Site and replace the fields highlighted in green with your program's information.*
- ***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 NHC 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.*

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MEMBER POSITION/TITLE

- Member Name: (to be completed by NHC once member is placed)
- NHC: CHF Position Title: (to be completed by NHC (must include "AmeriCorps Member"))
- Host Site Position Title:

AMERICORPS PROGRAM

Program: National Health Corps Community Health Fellowship

NHC: CHF Operating Site:

HOST SITE NAME & LOCATION

Please list the specific Host Site location and/or service sites(s) where the member will complete their service. Include the full address(es) for each site where the member will be serving.

MEMBER POSITION SUMMARY

Provide the following in narrative format. All areas below must be addressed:

- the specific program, project, or initiative with which the member will serve
- a brief summary of the purpose and major duties/responsibilities of the member service position
- how the position fits within the overall Host Site organization
- the community/population(s) being served through the position
- 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 <https://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: <https://www.law.cornell.edu/cfr/text/45/2510.20>

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MEMBER TERM OF SERVICE

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

- complete 48 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 the NHC: Community Health Fellowship, 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, including Community Health Worker and other classwork required for State or Institutional Certifications
 - A maximum of 10% of the aggregate 1,700 total hours may be designated for pre-approved fundraising activities that align with the projects outlined in this Position Description and AmeriCorps regulations.
 - The member must satisfactorily complete Pre-Service Orientation (PSO) and service assignments as defined in their position description and determined by NHC: CHF 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?

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, parking costs, public transit weekly/monthly passes, etc.)?

Note: 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.

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

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EXPECTED SERVICE TIME REQUIREMENTS/SCHEDULE

- Provide the following:
 - the days and hours of the week that the member will typically be expected to serve while in the position
 - 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)
- 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). Does the Host Site offer 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.

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MEMBER POSITION ESSENTIAL FUNCTIONS

Please provide specific information about all activities the member will perform during the course of service in the table below. 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 % 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 community members for classes on basic nutrition - Member will update an existing nutrition curriculum to teach class participants - 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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ADDRESSING STRUCTURAL OPPRESSION (15% OF TIME) EXAMPLES: CONDUCTING OUTREACH OR FOCUS GROUPS WITH UNDERREPRESENTED GROUPS TO BETTER UNDERSTAND ACCESS BARRIERS; REVISING PROGRAM MATERIALS TO BETTER SERVE UNDERSERVED CLIENTS; REVISING MATERIALS/PROCEDURES FOR CULTURAL ALIGNMENT WITH UNDERSERVED CLIENTS PLEASE INSERT BELOW, AS NEEDED			

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ORIENTATION AND TRAINING

All NHC members will complete a Pre-Service Orientation (PSO-I and PSO - II) provided by the NHC Program that provides key information about NHC and AmeriCorps policies, procedures, and requirements, as well as foundational skills development and team-building opportunities.

NHC: CHF CorpsMembers will receive a Training Plan from their Host Site that details training that will be provided specific to the member's Host Site service position.

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).
- Please describe any additional requirements to fulfill the position, including but not limited to the ability to lift, walk, etc.

MEMBER BENEFITS

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

1. Living Allowance in the amount of \$25,000

- 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 payment; a member who exits early in the second week (or second ½) of a pay period receives a full stipend payment). Members who end their service early (i.e. not completing the agreed-upon number of weeks of service AND the minimum of hours of service) 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.

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2. **Health Coverage.** If a full-time member is not currently covered by a health insurance program or loses coverage due to participation in NHC, 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 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 in the amount of \$6,495. 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.
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 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.

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 the service term begins.
2. Must be a United States citizen, national, or lawful permanent resident.

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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 (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 Site.

Additional Host Site requirements:

Provide information about any additional requirements the member must meet in order to serve at the Host Site. These may include, but are not limited to: additional criminal history/background checks not listed above, medical tests, and proof of COVID-19 vaccination.

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EVALUATION AND REPORTING

All NHC members are given a written performance review by their Host Site supervisor and NHC: CHF 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: PHWC responsibilities such as member trainings.

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 *NHC - Community Health Fellowship 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:

<https://americorps.gov/sites/default/files/document/YYYY MM DD Frequently Referenced Resources Employment Status of Members A SN.pdf>

AMERICORPS BRANDING AND MESSAGING

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

<https://americorps.gov/newsroom/communication-resources>

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NHC PROGRAM DIRECTOR AND HOST SITE CONTACT INFORMATION

NHC: Community Health Fellowship Program Director:

- Tonya R. Richardson, MPA - Program Director
- Office of the County Executive 85 Reads Way 19720
- tonya.richardson@newcastlede.gov
- 302-897-0567 c/txt
- www.nationalhealthcorps.org

Host Site Supervisor:

- Provide the name, job, title and contact information of the members' Host Site supervisor

Other Host Site Contacts:

- Provide the name, job, title and contact information of any other key Host Site personnel with whom the member will be routinely interacting
- Provide information about any other teams with whom the NHC member will be routinely interacting

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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.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2520/section-2520.40>
- The position description activities do not violate the AmeriCorps supplantation 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.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2520>
- 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/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 below:
 - 45 CFR 2520.65: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the AmeriCorps agency, staff and members may not engage in the following activities:
 - Attempting to influence legislation;

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- Organizing or engaging in protests, petitions, boycotts, or strikes;
- Assisting, promoting, or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- Providing a direct benefit to—
 - A business organized for profit;
 - A labor union;
 - A partisan political organization;
 - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - An organization engaged in the religious activities described in paragraph 7 above, unless AmeriCorps agency assistance is not used to support those religious activities;
- Conducting a voter registration drive or using AmeriCorps agency funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as the AmeriCorps agency may prohibit.
- In addition to the above activities, the below activities are additionally prohibited:
 - **Census Activities.** AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker

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during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

- **Election and Polling Activities.** AmeriCorps members may not provide services for election or polling locations or in support of such activities.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-AmeriCorps agency funds. Individuals should not wear the AmeriCorps logo while doing any of the above activities on their personal time.

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 (must be inked or time-stamped electronic signature):

Date:

UPON Onboarding: AmeriCorps NHC: CHF Member Full Name (Print as listed on formal documentation):

AmeriCorps NHC: CHF Member Signature:

Date:

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By signing below, you acknowledge that this position description was finalized/approved by the NHC Operating Site Director:
 NHC: CHF Operating Site Director Full Name (Print): Tonya R. Richardson, MPA NHC: CHF Operating Site Director Signature: Date: