



## NHC Member Position Description 2019-2020



### How to Apply:

The only way to apply for this position is by filling out an application through this link: <https://my.americorps.gov/mp/login.do>

Here is a link with more instructions on how to apply: <http://www.nationalhealthcorps.org/pittsburgh/how-apply>

Please do not contact or send your resume/CV to anyone from the Allegheny County Health Department. This will not qualify you as an applicant. Please follow the instructions via the link provided above.

### **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:** Opioid Response Volunteer Coordinator

#### **AMERICORPS PROGRAM**

**Program:** National Health Corps

**NHC City:** Pittsburgh

#### **HOST SITE NAME & LOCATION**

Allegheny County Health Department, 542 4th Ave, Pittsburgh, PA 15219, <https://www.alleghenycounty.us/Health-Department>

#### **ORGANIZATION DESCRIPTION & MISSION**

The mission of the Allegheny County Health Department (ACHD) is to protect, promote, and preserve the health and well-being of all Allegheny County residents, particularly the most vulnerable.

ACHD's Overdose Response Team works to reduce the risk of opioid overdose and support communities that have been negatively affected by problematic substance use. The team does this by promoting harm reduction, engaging first responders, supporting community-based initiatives, supporting healthy recovery, and educating about treatment access.

#### **MEMBER POSITION PURPOSE**

The Allegheny County Health Department (ACHD)'s Overdose Response Team is seeking a National Health Corps member to coordinate volunteer activities among people in Allegheny County who have been affected by or are at high risk of being affected by the opioid overdose crisis. The proposed

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role would capture the latent energy that exists in our community and channel it into activities that will support individuals affected by the opioid overdose crisis. The goal of the position is to organize volunteer momentum, coordinate volunteer activities, and create meaningful opportunities for volunteers to help their communities through assessing opioid awareness/opportunities to address the epidemic in Allegheny County communities, collecting community feedback on unmet needs, and more.

### 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)?:

○ The Host Site is located in Downtown Pittsburgh, which is accessible via the majority of the bus lines in the Pittsburgh transit system and all of the city's light rail lines

○ Monthly public transportation passes are available for Host Site service activities and will be provided by the Host Site

Does this position require the use of a personal vehicle? Note: Host Sites are responsible for the reimbursement of site-related travel. This may be either bus fare or mileage reimbursement as well as parking and/or tolls.

○ A personal vehicle may be helpful for accessing off-site events, but is not necessary

○ If a personal vehicle is used for Host Site service activities, mileage will be reimbursed by Host Site for travel during the service day.

### Organization dress code:

Personal neatness and appropriate attire are essential in maintaining a professional work environment. The member will be expected to dress in a manner appropriate to their environment and the function they are performing. When in the office, dress is business casual. When in the field, dress

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may be business casual or casual, depending on the function. For example, when tabling at a summer event or doing community outreach, the member could choose to wear an organization T-shirt and shorts/jeans.

### EXPECTED SERVICE TIME REQUIREMENTS/SCHEDULE

- Service will typically be conducted during normal business hours (Monday-Friday, 9 am-5 pm). However, due to the nature of the role, some duties will require evening and weekend service. Many of the activities outside of business hours can be scheduled at the member's convenience.
- The member will be expected to serve at least 37.5 hours per week.
- The host site will be flexible in allowing the member to arrange extended hours to make up time for missed time. The availability of weekend and evening service opportunities will allow the member to easily make up for missed time

### MEMBER ROLE/DESCRIPTION OF DUTIES:

The member will be responsible for:

- Recruiting, training and coordinating a team of dedicated, caring and capable volunteers and creating a sustainable volunteer coordination infrastructure to support ACHD's Overdose Response Team
- Organizing volunteer momentum, coordinating volunteer activities and creating meaningful opportunities for volunteers to help their communities (i.e. door-to-door outreach, events for seniors, etc.)
- Learning about ACHD's past, current, and planned efforts to reduce the impact of overdose in Allegheny County and understanding how volunteer activities and community education fit within the scope of this work
- Coordinating meaningful volunteer opportunities that empower community members and provide opportunities for them to heal themselves and their communities through service, such as door-to-door surveying to assess opioid awareness and opportunities to address the epidemic in Allegheny County communities (i.e. perception of the opioid crisis, knowledge of opioids, awareness of naloxone, awareness of signs and symptoms of overdose, overdose response, and drug and alcohol treatment facilities)

This role offers the chance for creativity, but all activities will be informed by the Overdose Response Team's three guiding principles: health equity, stigma reduction and social determinants of health. Examples of potential member activities include:

- Tabling at community events to recruit volunteers
- Orienting community volunteers on the opioid crisis in the County
- Conducting training on community outreach techniques
- Collecting community feedback on unmet needs

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- Organizing direct service events with senior centers in target communities

PROGRAM, PROJECT, OR INITIATIVE NAME	MEMBER ACTIVITIES AND PURPOSE OF SERVICE	MEMBER OUTPUTS	NHC PERFORMANCE MEASURE(S) THIS ACTIVITY FALLS UNDER <i>(if any)</i> . (NHC Staff will work with you to determine this section)
<b>CREATE OVERDOSE RESPONSE VOLUNTEER INFRASTRUCTURE</b> (10% OF TIME)	<ul style="list-style-type: none"> <li>• Member will create sustainable volunteer coordination infrastructure, including volunteer lists, email templates to new volunteers, orientation materials, etc. (5%)</li> <li>• Member will identify or create handbook to train volunteers recruited to help in the Overdose Response Volunteer Program (I.e. local impact of the opioid epidemic) (5%)</li> </ul>	Member will create 1 training manual/handbook designed for volunteers helping in this area	
<b>VOLUNTEER RECRUITMENT</b> (35% OF TIME)	<ul style="list-style-type: none"> <li>• Member will network with partners, attend community events and give presentations to educate on the opioid crisis and recruit potential volunteers (20%)</li> <li>• Member will recruit volunteers at these trainings, maintain communication, and bring volunteers with them to future trainings (10%)</li> <li>• Manage volunteer recruitment database (5%)</li> </ul>	Member will recruit at least 40 potential volunteers	
<b>VOLUNTEER ORIENTATION AND TRAINING</b> (20% OF TIME)	<ul style="list-style-type: none"> <li>• Member will conduct volunteer orientation events (10%)</li> <li>• Member will train volunteers to conduct community outreach on opioids and</li> </ul>	Member will organize and conduct at least 3 volunteer orientation events (in-person trainings, webinars, etc.)	

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	<p>substance use and to conduct door-to-door surveys (10%)</p>		
<p><b>COMMUNITY DOOR TO DOOR SURVEYING AND COMMUNITY ACTIVITIES (35% OF TIME)</b></p>	<ul style="list-style-type: none"> <li>• Member will coordinate and conduct meaningful volunteer opportunities with recruited volunteers (20%)</li> <li>• Member will coordinate door-to-door surveying in key Allegheny County communities (15%)</li> </ul>	<p>Member will assist with at least 5 volunteer engagement activities</p> <p>Member will coordinate a minimum of 3 door-to-door surveying activities</p>	
<p><b>SITE ORIENTATION AND TRAINING</b></p>			
<ul style="list-style-type: none"> <li>• The orientation will familiarize the member with the Overdose Response Team’s current, past, and planned initiatives, as well as the principles used to guide this work (including social determinants of health, harm reduction and health equity)</li> <li>• The host site mentors will invite the member to accompany them to various community events and meetings to help familiarize the member with the stakeholder environment</li> <li>• The host site mentor will help the member to schedule informational interviews with various partners and stakeholders</li> <li>• The member will be invited to professional conferences on the opioid crisis and harm reduction, including the Pennsylvania Harm Reduction Coalition Conference in Harrisburg, PA</li> <li>• If the member wishes to engage in additional training opportunities, they may voluntarily participate in any service activities and trainings run by ACHD and/or the Medical Reserve Corp (these trainings cover topics such as CPR, psychological first aid, disaster response, etc.)</li> </ul>			
<p><b>Member Qualifications;</b></p>			
<ul style="list-style-type: none"> <li>• The desired member for this position will be outgoing, detail-oriented, analytical, creative and organized</li> <li>• The member should be able to adapt their educational approach to various audiences and calmly talk to people with many different points of view.</li> <li>• Desired experience: public speaking, volunteer coordination, community outreach, curriculum development, event planning, cross-cultural communication</li> <li>• Desired education: Bachelor’s degree in public health, social work, public policy, psychology, education, or related fields is recommended</li> </ul>			

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- Applicants with experience engaging communities of color, seniors, and/or people who have been affected by substance use are encouraged to apply
- The member must have a strong understanding of stigma, health equity and social determinants of health

### 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 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

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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;
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;

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- b. Whether the member has met any other NHC expectations which have been clearly communicated orally and/or in writing throughout the service term;
- c. The member's ability to establish and maintain positive interpersonal relationships;
- d. Whether the member has completed or is on track to complete the required number of hours outlined in their member contract.

### EMPLOYMENT STATUS OF AMERICORPS MEMBERS IN THIS POSITION

For guidance related to the employment status of AmeriCorps members please refer to the below link:

<http://www.nationalservice.gov/documents/main-menu/2015/frequently-referenced-resources-about-employment-status-amicorps-members>

### AMERICORPS BRANDING AND MESSAGING

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

<http://www.nationalservice.gov/documents/amicorps-state-and-national/2015/amicorps-branding-and-messaging-guidance>

### NHC PROGRAM DIRECTOR AND SITE SUPERVISOR INFORMATION

- Irving Torres | Program Director, NHC Pittsburgh | [irving.torres@alleghenycounty.us](mailto:irving.torres@alleghenycounty.us) or 412-578-2314
- Caroline Hamilton | Overdose Prevention Program Manager, Allegheny County Health Department | [caroline.hamilton@alleghenycounty.us](mailto:caroline.hamilton@alleghenycounty.us) or 412-578-2315
- Stacey Randolph | Medical Reserve Corps Coordinator; Training & Exercise Coordinator, Allegheny County Health Department | [stacey.randolph@alleghenycounty.us](mailto:stacey.randolph@alleghenycounty.us) or 412-578-8058

### Host Site Assurances

By signing below the Host Site is confirming the following:

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- 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/text-idx?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 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)

By signing below, you acknowledge that you have read and understand the contents of this position description

<b>Host Site Supervisor Full Name (Print):</b>	
<b>Host Site Supervisor Signature:</b>	<b>Date:</b>
<b>To be completed during PSO:</b>	
<b>AmeriCorps NHC Member Full Name (Print as listed on formal documentation):</b>	
<b>AmeriCorps NHC Member Signature:</b>	<b>Date:</b>

By signing below, you acknowledge that this position description was finalized/approved by the NHC Operating Site Director:

<b>NHC Operating Site Director Full Name (Print):</b>	
<b>NHC Operating Site Director Signature:</b>	<b>Date:</b>