



## AmeriCorps Member Service Description for 2024 – 25 Program Year

Please complete one form per each member position your agency is requesting to host. Please ensure that ALL sections of the Member Service Description are COMPLETELY filled out.

**AmeriCorps Member Name:**

(Leave blank – to be filled by ACCESS staff only)

<b>SECTION I</b>				
<b>Agency Name:</b>	African Services Coalition	<b>County Agency Located in:</b>	Guilford	
<b>Position Title:</b>	Employment Specialist	<b>Service Term:</b>	9/10/2024 – 08/31/2025	
<b>State the <u>Main Purpose</u> of the position to be filled by the AmeriCorps member:</b>				
<p>The Employment Specialist service member will be responsible for the instruction of employment-related classes and workforce development and job placement activities associated with NCASC Employment programs, assisting with case management and integration activities geared at helping clients become self-sufficient.</p>				
<b>Physical Service Location:</b>	122 N Elm Street 6 <sup>th</sup> floor STE 601	<b>Greensboro</b>	<b>NC</b>	<b>27401</b>
	<i>Street Address</i>	<i>City</i>		<i>Zip Code</i>
<b>Agency Mailing Address:</b>	122 N Elm Street STE.1010 10 <sup>th</sup> FLR	<b>Greensboro</b>	<b>NC</b>	<b>27401</b>
	<i>Street Address</i>	<i>City</i>		<i>Zip Code</i>
<b>Agency Phone Assigned to Member:</b>	336.574.2677	<b>861</b>	<b>336.574.2672</b>	
	<i>Phone</i>	<i>Extension</i>	<i>Fax</i>	
<b>AmeriCorps Member's Supervisor:</b>	Harlan Cato and Al Barnett	<b>Job Developer and Program Coordinator</b>		
	<i>Name</i>	<i>Title</i>		
	<a href="mailto:Harlan@ascafrica.org">Harlan@ascafrica.org</a>	336.574.2677 HC ext. 866		
	<i>E-mail address</i>	<i>Phone (&amp; extension)</i>		

<b>SECTION II</b>	
<b>Please CHECK the type of position to be filled by the AmeriCorps member:</b>	
<input checked="" type="checkbox"/> FT (1700 hours)	<input type="checkbox"/> PT (900 hours)
<b>Will the member serving in this position be required to provide transportation?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Will the member be required to use their own vehicle?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Will the member receive travel reimbursement (if using personal vehicle)?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>NOTE: If transportation is required, the applicant must: 1) Have a valid driver license; 2) Have reliable transportation; 3) Have valid auto insurance throughout the service term; and 4) Have a good driving record (no DWI arrest, no reckless driving records within last 5 years).</i>	
<b>Language Requirement: Is the member required to be bilingual?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If so, what language(s) is/are required?</i>	N/A not required
<b>Does this AmeriCorps position displace a staff position at your agency?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Member's weekly schedule: (i.e. Monday 9:30am – 2pm, Wednesday 1pm – 5pm, and Friday 9am – 5pm).					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday & Sunday
9am – 5pm	9am - 5 pm	9am - 5pm	9am - 5pm	9am - 5pm	<u>Occasionally</u>

**Requirements/Qualifications:** To participate in the AmeriCorps ACCESS Project, applicants must: 1) be at least 18 years old; 2) have a High School Diploma or GED; 3) be proficient in English (spoken/written); 4) have computer skills; 5) agree to undergo criminal history background checks including National Sex Offender Registry search, State criminal check, and FBI check. Applicants applying for a position involving transporting community members must agree to have their driving record checked.

**Additional Requirements/Qualifications by Service Site:**

- Basic computer skills.
- Ability to work with diverse population and staff members.
- Strong written and verbal communication skills, ability to present to small or large groups.
- Ability to work independently and in a team environment.
- Ability to multi-task, organizational skills, coordinate, and problem solver.

**Equipment member is expected to use (copier, fax, etc.):**

- Computer
- Telephone
- Fax
- Microsoft Office Suite

**Additional details about this position:**

This position does require the ability to transport clients for work-related activities.

**SECTION III**

**Essential functions** are the fundamental job duties:

- meaning the position exists to perform the function;
- there is a limited number of employees among whom the performance of the function can be distributed;
- and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.

**The Americans With Disabilities Act of 1990 (ADA) and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified; an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary.**

**Please list the Essential Functions (primary job responsibilities) of the position. The Essential Functions are the duties that are fundamental and critical to the position and can only be carried out by the member.**

- Contact local employers and establish relationships to place clients in available positions.
- Seek out relationships with potential employers and maintain current relationships.
- Conduct client intake and job skill assessments (e.g., work history and education) and provide an orientation into the employment program.
- Assist clients in resume writing and cover letters, conducting job searches, and preparing for interviews (e.g., mock interviews, dress codes, and mode of transportation as applicable).
- Provide one-on-one support to a client relevant to job attainment.

- Orient/counsel clients on how to conduct themselves in the US workplace.
- Assist clients through the process of getting a job with hiring companies.
- Provide essential employment case management for employable clients.
- Develop individualized employment plans with clients on achievable goals for job attainment and help clients navigate barriers to employment.
- Assist with the coordination and facilitation of bimonthly job club and/or work readiness/work maturity workshops for clients.
- Follow up with clients for employment services and provide post-employment support as needed.
- Enhance clients' economic security by connecting unemployed, underemployed, and displaced workers with appropriate employment and employment-related training opportunities.
- Maintain records of employment services provided to clients and maintain appropriate databases for required reporting.
- Provide integration support services such as housing assistance, obtaining government issued documents, financial literacy, navigating public transportation, healthcare access, cultural orientation, enrolling in school or ESOL classes, college preparation, and accessing educational programs or adult education.

Please list the **Marginal Functions** (secondary job responsibilities) of the position. The Marginal Functions are those activities that are seldom or intermittently performed by the member and can be carried out by others.

- Participate in community outreach.
- Attend staff meetings.
- Participate in professional development trainings offered by agency or community partners

The ACCESS Project and partner agency will not discriminate against a member on the basis of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, disability, nor political affiliation.

Please respond below about the essential functions for this position as they relate to General Physical Requirements, Physical Activities, Visual Acuity, and Working Conditions.

<b>GENERAL PHYSICAL REQUIREMENTS:</b> Please check ONE description of <u>general physical requirements</u> for this position.	<input type="checkbox"/> Sedentary work <input checked="" type="checkbox"/> Light work <input type="checkbox"/> Medium work <input type="checkbox"/> Heavy work <input type="checkbox"/> Very heavy work
<b>PHYSICAL ACTIVITIES:</b> Please check ALL <u>physical activities</u> that apply to the <u>essential functions</u> of the position.	<input type="checkbox"/> Climbing <input type="checkbox"/> Stooping <input checked="" type="checkbox"/> Kneeling <input type="checkbox"/> Crouching <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input type="checkbox"/> Pushing <input type="checkbox"/> Pulling <input type="checkbox"/> Lifting <input checked="" type="checkbox"/> Fingering (typing) <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Talking <input type="checkbox"/> Repetitive Motions <input type="checkbox"/> Other: _____
<b>VISUAL ACUITY:</b> Please check <u>required visual activities</u> .	<input checked="" type="checkbox"/> Computer work <input checked="" type="checkbox"/> Driving <input type="checkbox"/> Other: _____
<b>WORKING CONDITIONS:</b> Please respond about the conditions the worker is subject to in performing the <u>essential functions</u> of the position.	<input checked="" type="checkbox"/> The worker is NOT substantially exposed to adverse environmental conditions (such as a typical office environment). <input type="checkbox"/> Other: _____

### **SECTION IV**

**Fundraising Activities**

– All fundraising activities MUST BE PRE-APPROVED by the NC Commission.

– ONLY 10% of member hours can be used towards fundraising activities for the partner agencies. Fundraising activities include:

- 1) Soliciting donation of goods (clothes, food, school supplies, etc. to be utilized by clients)
- 2) Soliciting monetary donations (100% of proceeds must go to client related programming)
- 3) Searching and writing non-federal grants to support program's service activities. (100 % of funds must benefit client related programming.)
- 4) Planning and organizing fundraising events (car wash, benefit concerts, books, etc.) (100% of ALL proceeds received from events must go to client related programming).

**SECTION V**

**Expectations to be met by the AmeriCorps member (including Physical, Emotional, Intellectual demands):** Be punctual to service site & ACCESS trainings; Complete & Submit monthly time sheets and other documentation by established deadlines; Maintain ongoing communication with site supervisor & ACCESS staff; Wear AmeriCorps gear (t-shirt, name tag and/or pin) to identify self as an AmeriCorps member always when in service; Attend and participate in AmeriCorps trainings, events, and service projects; Complete the minimum number of services hours and trainings required by the position; and any Service Site-Specific expectations outlined below:

In addition to the items mentioned above, the expectation for the service member will be to help the organization fulfill its obligations to the employment services contract. Complete necessary training and complete task as assigned, following the agency and program guidelines to the best of their ability, and also, for the service member to be a self-starter that can work independently in a team environment to accomplish individual and programmatic goals. Finally, work to build and maintain working relationships with clients to assist them in reaching their employment goals and moving towards self-sufficiency.

**SECTION VI**

**Benefits Available:** Please check applicable position.

Full-time with stipend (1700 hours)

1. Childcare service (must apply & be eligible)
2. Health insurance free of charge (if eligible)
3. Interpreter Training (for bilingual members)
4. Forbearance (Payment Waiver) for qualified outstanding student loans
5. Interest Accrual Payment
6. Up to \$7,395 Education Award upon successful completion of a service term
7. Up to \$25,000 Stipend (paid in monthly installments)
8. Mileage reimbursement at state rate per each training attended

Part-time with stipend (900 hours)

1. Interpreter Training (for bilingual members)
2. Forbearance (Payment Waiver) for qualified outstanding student loans
3. Interest Accrual Payment
4. Up to \$3,697.50 Education Award upon successful completion of a service term
5. Up to \$12,500 Stipend (paid in monthly installments)
6. Mileage reimbursement at state rate per each training attended

**Certification:** The activities outlined in the Position Description are within the scope of the approved grant and the operating site/sub-grantee that oversees the selected member(s) has member agreements that contain the required elements and are signed for all members serving at their site.

<b>Khouan Rodriguez</b>		
<i>AmeriCorps Program Director</i>	<i>AmeriCorps Program Director Signature</i>	<i>Date</i>