|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Position Title: | | AmeriCorps Member | | Service Category: | CORE Susquehanna AmeriCorps | |
| Service Site: | | Lewisburg, PA  (confidential address) | | Date Submitted: | June 23, 2021 | |
| Site Address: | | Mailing address-PO Box 170, Lewisburg, PA, 17857 | | Travel Required: | Transport of clients utilizing agency vehicle, some travel between office service sites | |
| Compensation: | | Living Stipend - $16,000  Education Award - $ 6,345 | | Service Term: | August 24, 2021- August 6, 2022 | |
| Host Site Supervisor: | | Heather Harris | | Email: | heather\_h@transitionsofpa.org | |
| Phone: | | (570)452-2671 cell | | Posting URL: | www.coreamericorps.org | |
| Applications Accepted By: | | | | **Person and phone to contact for interview if different from supervisor:** | | |
| Email Lacy Kreider  CORE Susquehanna AmeriCorps Program Director  [lkreider@union-snydercaa.org](mailto:lkreider@union-snydercaa.org) | | | | Lisa Eroh, Outreach Coordinator  570-217-0001 (Cell) | | |
| Member Position Summary  *The Mission of CORE Susquehanna is to serve community needs through member service in areas of Healthy Futures, Education, Volunteer Management and Community Service Projects.*  *In addition to the member position summary and duties, ALL AmeriCorps members are required to participate in CORE AmeriCorps Group Activities. AmeriCorps members may not participate in any activities included in the Prohibited Activities as listed in the ‘Partner Site and Member Agreements’.* | | | | | | |
| **Position Title- Housing Intake Worker:** Provides counseling/advocacy to child and adult victims/survivors of domestic violence and/or sexual assault who are experiencing a housing crisis, while working with the survivor to obtain safe, affordable, and permanent housing; under the direct supervision of the Housing Coordinator. | | | | | | |
| **Duties and/or required training** | | | | | | |
| Screen participants in intake process to ensure they meet eligibility requirements and will benefit from services provided in the program.  Assist survivors of domestic violence and/or sexual assault who are also experiencing a housing crisis in accessing the Connect to Home (Eastern PA’s Coordinated Entry system).  Conduct a face-to-face assessment and understand the client as a whole person and understand the connection between physical, environmental, behavioral, social, and economic factors.  Assist survivors of domestic violence and/or sexual assault search for safe, affordable, and permanent housing in the community.  Conduct inspections of participants’ prospective housing to ensure it meets the minimum requirements outlined by HUD.  Provide transportation to clients to view potential rental properties and other appointments as needed.  Screen participants for applying for assistance in purchasing household goods through the Women’s Giving Circle Fund.  Connect clients to tangible resources such as food, clothing, and furniture.  Maintain knowledge of resource availability and service costs.  Ensure participant privacy by maintaining confidentiality.  Assist with data entry as needed  Maintain necessary and consistent documentation.  Will complete 8 hours of additional annual training to continue service.  Participate in CORE AmeriCorps Group Activities.  Member may not participate in any activities included in the *Prohibited Activities* as listed in the **Partner Site and Member Agreements.** | | | | | | |
| Prohibited Activities | | | | | | |
| In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:   1. Attempting to influence legislation; 2. Organizing or engaging in protests, petitions, boycotts, or strikes; 3. Assisting, promoting, or deterring union organizing; 4. Impairing existing contracts for services or collective bargaining agreements; 5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office; 6. 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; 7. 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 proselytizing. 8. 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 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and an organization engaged in the religious activities, unless Corporation assistance is not used to support those religious activities. 9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive; 10. Providing abortion services or referrals for receipt of such services; and 11. Such other activities as the Corporation may prohibit.   **Further Guidance on Prohibited Activities of Providing Abortion Services and Referrals**  Providing abortions services is limited to:   1. Performing abortions. 2. Being present in the room during an abortion in support of the woman or the procedure. 3. Obtaining or providing medications to induce a medical abortion.   Referrals for abortion services is limited to:   1. Scheduling or arranging for an abortion-related appointment, including any pre-procedure appointment required by law to obtain an abortion. 2. Providing or organizing transportation for patients to obtain an abortion when the AmeriCorps member or assigning staff member has actual prior knowledge that the purpose of the visit is to obtain an abortion. 3. Accompanying or providing translation services for patients obtaining an abortion. 4. Providing counseling or support before or during the procedure, including explaining what the procedure will be like, explaining what’s required to obtain an abortion in a given state, explaining or obtaining signed abortion consent forms from clients interested in abortions, negotiating fees or insurance coverage for a particular abortion, or other activity that promotes or encourages abortion. 5. Providing information such as the name, address, website, telephone number, or other relevant factual information (such as whether the provider accepts Medicaid, etc.) about an abortion provider. 6. Promoting or encouraging use of abortion as a method of family planning. | | | | | | |
| Minimum Qualifications (Academic, Physical or Experience) | | | | | | |
| * Must be interested in issues of domestic violence, sexual assault and other crimes. * Must have some experience/training working with children/adolescents. * Must possess excellent communication skills and be computer literate. * Must complete 80-hour Transitions of PA Domestic Violence/Sexual Assault Counselor Training in accordance with standards established by PCAR and PCADV. * Must have PA Criminal, PA Childline, and FBI Fingerprint Clearances. * Must possess reliable vehicle, valid driver’s license, and adequate motor vehicle insurance. | | | | | | |
| **Proposed Weekly Schedule and Required Number of Hours per week.** | | | | | | |
| 34-40 hours per week. Hours may vary, but generally are scheduled between 8:30 am and 4:30 pm.  Members must have all clearances before serving vulnerable populations or be accompanied by Transitions’ staff who are cleared until member’s clearances are received. | | | | | | |
| ***Will the member be serving vulnerable populations (children, youth, elderly, disabled)?***  Yes  No | | | | | | |
| ***Will the contact with vulnerable populations be episodic or reoccurring?***  Episodic  Reoccurring | | | | | | |
|  | | | | | | |
| *I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.* | | | | | | |
| Member Name: |  | | | | | |
| Signature of Member Accepting Position: | | |  | Date: | |  |
| Signature of Site Supervisor: | | |  | Date: | |  |