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| Position Title: | AmeriCorps Member | Service Category:  | CORE Susquehanna AmeriCorps |
| Service Site: | Fairl Family Justice Center—physical location, Sunbury, PA | Date Submitted: | May 5, 2020 |
| Site Address: | Mailing address-PO Box 170, Lewisburg, PA, 17837 | Travel Required: | Transport of clients utilizing agency vehicle, some travel between office service sites. |
| Compensation: | Living Stipend - $ 14,279.00Education Award - $ 6,195.00 | Service Term: | August 25, 2020 to August 7th, 2021 |
| Host Site Supervisor: | Lisa Eroh | Email: | lisa\_e@transitionsofpa.org |
| Phone: | 570-523-1134 (office); 570-217-0001 (cell) | Posting URL: | www.coreamericorps.org |
| Applications Accepted By: | **Person and phone to contact for interview if different from supervisor:**  |
| Email Dennis Huratiak, CORE Susquehanna AmeriCorps Program Directordhuratiak@union-snydercaa.org | Same as supervisor |
| 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- Visitation Monitor Fairl Family Justice Center:** The Visitation Monitor is responsible for providing a safe, secure environment, physically and emotionally, for children by supervising visits and custody exchanges with non-custodial parent at the Fairl Family Justice Center. The Family Justice Center provides supervised visitation services to the general public and carefully screened local inmates. The Visitation Monitor is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities.  |
| **Duties and/or required training** |
| 1. Supervise visits and custody exchanges of non-custodial parents with their child(ren). This includes monitoring and, if necessary, intervening with the parent or child who demonstrated inappropriate physical or verbal contact. 2. Report as soon as possible any problems or concerns to the Family Justice Center Coordinator. 3. Serve with the Family Justice Center Coordinator and any other collaborating agencies as a team member to best meet the needs of children. 4. Always treat clients with respect and dignity. 5. Prompt in keeping appointments and adhering to agreed-upon schedules. 6. Maintain confidentiality and adhere to agency mission, philosophies, and policies. 7. Refer individuals and families to Transitions and other organizations for services not offered by the Family Justice Center. 8. Collaborate with Family Justice Center Coordinator and other Visitation Monitors about service provision and establishment of related policies and procedures. 9. Complete and maintain required documentation, in Efforts to Outcome (ETO) software, paper files, and Family Justice Center-specific forms. 10. Attend training and meetings as assigned by Family Justice Center Coordinator. 11. Must complete 80-hour Transitions of PA Domestic Violence/Sexual Assault Counselor Training in accordance with standards established by PCAR and PCADV. Maintain knowledge of resource availability and service costs.Ensure participant privacy by maintaining confidentiality.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.
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| Minimum Qualifications (Academic, Physical or Experience) |
| * Must be interested in issues of domestic violence, child abuse, and other serious crimes and relevant issues and their impact on victims.
* Must have some experience with conflict resolution and de-escalation skills.
* Must have some experience/training working with children/adolescents.
* Must possess excellent communication, organizational, and written skills as well as 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.
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| **Proposed Weekly Schedule and Required Number of Hours per week.** |
| 34-40 hours per week. The schedule varies and will include evening and weekend hours. 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)?***[x]  Yes [ ]  No |
| ***Will the contact with vulnerable populations be episodic or reoccurring?***[ ]  Episodic [x]  Reoccurring |
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| *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: |  |