



Appendix A

AmeriCorps Position Description: Community Health Worker

Program: Marshfield Clinic Health System AmeriCorps Community Corps
1000 N Oak St (F1C), Marshfield, WI 54449

Purpose: AmeriCorps members will be placed to provide capacity-building services to non-profit organizations serving rural populations in the MCHS service area and across the state. Members will focus on improving community health through the Community Health Worker Model.

Duties: Strengthen the organization's capacity to address community health by implementing the strategies described in the individual member's service plan. Activities will be identified through the site's use of the Organizational Capacity Assessment and based on host sites capacity needs and may include:

- Improving access to health care services and information through resources, educational program, activities and referrals.
- Improving health through screening, education and resources.
- Enhancing the understanding between community members and the organization's mission and goals.
- Increasing the use of the organization's services and resources.
- Recruiting, mobilizing, managing and tracking volunteers to support the organization's mission.
- Submitting accurate records, reports and surveys on time as required by AmeriCorps including a Member Service Plan, detailed weekly timesheets, quarterly written reflections, Member Surveys, and Exit Survey.
- Mobilizing for disaster response in Wisconsin (optional)

Knowledge, Skills and Abilities: Friendly and outgoing; strong written and verbal communication; competent with a variety of computer and office technology skills; organized and able to prioritize; maintain a professional and confidential work environment; openness to working with diverse populations and backgrounds; enthusiasm for helping others and willingness to learn.

Other Qualifications: At least 17 years of age by start date; U.S. citizen or lawful permanent resident; must satisfactorily pass criminal background checks; possess a high school diploma or GED; commitment to complete the full term of service

Term of Service: September 13, 2021 – August 31, 2022. Full- and half-time positions available.

Time Requirements: Full-time is 35-40 hours/week, 1700 hours total; half-time is 15-20 hours/week, 900 hours total. Service is typically scheduled weekdays, between 8am-5pm, with occasional evening or weekend hours. Final service schedule negotiated with supervisor. Most service occurs at the service site however a portion of time is required for participation in AmeriCorps training, service projects, and events. A minimum of 25 hours/week on average (FT) and 10 hours/week on average (HT) required to maintain eligibility for living allowance and benefits.

Training:

- Orientation training September 13-17, 2021 at the Wisconsin Lions Camp in Rosholt. Overnights at a residential camp and participation in all training and team building activities required.
- Midterm training January 12-14, 2022 at the Kalahari Resort in Wisconsin Dells also required.
- 30 hours of professional training focused on the Community Health Worker Model.
- Face-to-face check-in/mentoring meetings with supervisor weekly.
- Monthly Team Meetings & AmeriCorps training offered online the first Thursday of each month.
- Statewide Opening Ceremony in October (optional) offering a variety of speakers and training.
- Additional topics covered include conflict resolution, career planning, leadership, disaster response (optional) and AmeriCorps policies and procedures.

Benefits:

- A meaningful experience that allows you to learn new skills, take on more responsibility than a typical first job, and engage with your community in intensive and effective ways.
- Bi-weekly living allowance, \$580 FT or \$290 HT
- Post-service education award, \$6,395 FT or \$3,172.50 HT
- Health/dental/vision insurance plan, premium paid in full by AmeriCorps (FT only)
- Childcare assistance (income eligible), 80-100% of care costs (FT only)
- Loan deferment and payment of interest accrued (qualified federal loans)
- Networking opportunities during year of service, and development of references for future employment, graduate school, Peace Corps or scholarships

Evaluation and Reporting: Mid-term and final performance evaluations conducted by supervisor; weekly timesheets; weekly face-to-face check-ins with supervisor; Member Service Plan for tracking achieved goals; quarterly reporting on the number of volunteers recruited or managed; and member core competencies evaluation.

I have read the AmeriCorps position description for Community Health Worker and understand my responsibilities.

SIGNATURE- Member

Date Signed

Printed Name

This document must be signed and dated on or before the first date of service.

Updated 03/2021