



## AmeriCorps Member Position Description

<b>Position Title:</b> AmeriCorps Member		<b>Member Type and Service Hours:</b> Full Time 1700 Hours	
<b>Term Date</b>	Detailed in the signed Member Service Agreement		
<b>Service Site:</b> <i>Casa de Esperanza de los Niños</i>			

This Member Position will serve a minimum of 1700 hours during their term which, on average, is 36 hours per week. Schedules are worked out with the direct supervisor. All members are expected to participate in centralized AmeriCorps trainings – including, but not limited to initial kick-off training and Life after AmeriCorps training. Members are also required to participate in national service days including 9/11 Day of Service, MLK King Day of Service and National AmeriCorps Week.

### Site Specific Duties:

Casa de Esperanza de los Niños strives to break the cycle of child abuse and neglect for at-risk infants, children, and their families by providing comprehensive residential and family support programs that transform people and communities. Casa de Esperanza has provided quality residential, medical, and psychological care for infants and young children in crisis due to abuse, neglect or the effects of HIV/AIDS without charge since 1982.

**POSITION SUMMARY:** Hands of Hope AmeriCorps Members provide direct child-care and supervision to children in foster care placement that reside in the assigned household members are placed to serve in the Casa de Esperanza Neighborhood during a 12-month service year program. Hands of Hope AmeriCorps Members leave our program with knowledge and experience that they can apply to the complex social problems faced by children and families in the child welfare system to achieve innovative solutions.

**EDUCATION:** High School Diploma or GED (minimum)

### QUALIFICATIONS:

- Minimum age of 21 years old
- Fluent in written and spoken English
- Completed Application and References
- Cleared Background Check
- Valid driver's license (held for at least two years) is required to transport children and operate agency owned vehicles. Applicants without a driver's license or those who have not been licensed for at least two years will not be permitted to transport children or operate agency vehicles
- Cleared pre-placement drug screen. Clear random drug screens for duration of placement
- Completion of TB Screening
- Annual vaccination for Influenza

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Empathy for the needs of children in care
- Desire to serve the children in care
- Ability to prioritize the needs of the children
- Sound judgement and decision making
- Excellent work ethic
- Ability to establish and maintain positive relationships with others
- Flexibility
- Patience
- Strong communication skills
- Emotional regulation in high stress and high emotion situations

**ROLES AND RESPONSIBILITIES:**

- Provides care to assigned infants, toddlers, and young children that reside in the foster home the member serves in
- Maintain the assigned household and vehicle
- Transports children to and participates in children's medical, dental, and therapy appointments
- Completes required state documentation for the children's service activities
- Maintains all standards of care and documentation with Casa de Esperanza's policies and Residential Child Care Licensing Guidelines
- Builds community within the Casa de Esperanza Neighborhood
- Participates as a team member in the care of the children in the home the member is assigned to serve in
- Contributes to the mission of Casa de Esperanza

**LIVING ARRANGEMENTS:**

AmeriCorps Members live with other AmeriCorps Members in one of Casa de Esperanza's residences and are expected to abide by all policies and residential guidelines.

**SCHEDULE:**

This is a residential position and all AmeriCorps Members live on site in their assigned household to care for the children, ages 0-6, as a team. Member weekly schedules are worked out in advance with supervisors but generally will follow a rotation of the below shifts:

- 7:00 am – 3:00 pm
- 3:00 pm – 11:00 pm

On occasion, members may serve from 11:00pm to 7:00am, though this is not part of the typical shift rotation and only occurs in emergency or unique situations.

AmeriCorps Members serve approximately 36 hours per week on a typical week. Once every four weeks, the AmeriCorps Members will work 40 hours per week to ensure they meet their AmeriCorps yearly hour requirement. Although we strive to ensure that Members serve a predictable schedule, there will be times throughout the service year that require last-minute changes to the rotating schedule to accommodate the needs of the children in our care. Examples of circumstances that require additional hands-on deck may include intakes, discharges, and children's medical emergencies for the children in the member's assigned household.

## **Essential Functions:**

Members are required to wear their uniform with AmeriCorps logo at all times of service. Members are required to adhere to all rules and regulations as outlined in their Member Service Agreement.

Adhere to responsible work habits, such as reporting for service on-time, staying on task, being friendly and helpful on site and in the community, and maintaining a professional manner and appearance. Members are required to complete and submit a biweekly timesheet to the appropriate onsite supervisor for signature and approval.

Members are required to call in to the appropriate site supervisor and any relevant site staff when absent or late to the program or scheduled service event. Chronic tardiness and absenteeism is grounds for suspension and/or dismissal. Members who miss three consecutive days or more of scheduled service due to illness or other compelling circumstance, such as a family emergency, must provide a doctor's note or other similar documentation explaining the reason for the absences.

Members must have a strong commitment to community service, to communicating effectively with staff, with fellow members, community partners and AmeriCorps staff. Members must also exhibit a strong work ethic (attendance, record-keeping, completing timesheets in a timely fashion, etc.). Members are required to adhere to all codes of conduct and or related policies and procedures of Equal Heart and AmeriCorps.

AmeriCorps members, at least 18 years of age, serving with Equal Heart are required to undergo a four-part National Service Criminal History Check. Their position is contingent on the results of this check and members may not begin serving until results have been received and adjudicated.

## **Disaster Relief Effort:**

*In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties. In the event of a large-scale, high needs local, state, or federal disaster, AmeriCorps members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.*

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*All of the above duties and responsibilities are essential position functions subject to reasonable accommodation.*