



## JOB DESCRIPTION

<b>TITLE: AmeriCorps Member</b> <b>DEPARTMENT/PROGRAM:</b> Special Projects <b>REPORTS TO:</b> Vianey Barraza	<b>CLASSIFICATION:</b> <input type="checkbox"/> Exem x Non-Exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-Time	
<b>DATE REVISED:</b> 8/11/2023	<b>APPROVED FOR USE:</b> 8/11/2023	<b>COMPENSATION:</b> \$2,572 monthly stipend__

### POSITION SUMMARY:

California Emergency Response Corps; CERC; is a statewide preparedness/ response program whose goal is to help Californians become better prepared and to deploy to disasters such as wildfires, floods, earthquakes and food banks. Bay Area Community Resources is the legal applicant agency for the program. This program is part of a larger statewide California Volunteer campaign to boost emergency preparedness in communities experiencing social isolation, poverty, or language barriers, and food insecurities.

CaliforniaVolunteers, which manages California AmeriCorps programs, identified several counties that are especially vulnerable to the effects of disasters. There is an urgent need for the development of an infrastructure in vulnerable communities throughout California that can deliver emergency support to our vulnerable communities.

### DUTIES & RESPONSIBILITIES:

#### AmeriCorps Member Responsibilities

- Serve 40 hours per week.
- Must be available to deploy to state-wide emergency operations up to 4 times per term and; 2 weeks each as determined by California Volunteers.
- Provide day to day support to nonprofit partner-site(s), their mission and internal programs.
- Attend recurring performance check-ins with CERC Management.
- Complete mandatory training in-person or virtually as directed.
- Weekly communication, documentation and timekeeping of hours and activities.
- Support as needed for COVID-19 Relief activities (i.e. vaccination/ testing clinics and Food Insecurity).
- Deliver service in the community through Disaster Preparedness Education, COVID-19 Education and testing, and alleviating food insecurity at a local food bank or distribution site.
- Willingness to become a local emergency responder in partnership with the American Red Cross.
- Ability to serve all required State/National Service Days (MLK Day, Caesar Chavez, 9/11 Remembrance).

### **Community Outreach:**

- Strengthening partnerships with local community-based organizations and internal programs.
  - Attend events and training on behalf of partner-site and AmeriCorps programs.
  - Conduct surveys and other measurable activities.
- \* COVID Restrictions may require amendment to the service-delivery plan

### **Community Education:**

- Members will lead presentations and outreach efforts through canvassing, and partnerships with local non-profits for the purpose of measurable community behavioral changes in preparedness.

### **Disaster Response:**

As needed, Members will deploy to disasters and provide appropriate assistance to the organization(s) directly

managing the disaster response. Deployments will happen on very short notice up to two weeks.

After each disaster deployment, members and staff will debrief in order to articulate lessons learned and improve policies and procedures for future disaster responses.

### **QUALIFICATIONS**

- Age 18 years or older
- U.S. citizen or lawful permanent resident
- Live locally to nonprofit partner for day to-day service
- Two years professional or volunteer experience (in related fields), or Bachelor's Degree
- Ability to potentially serve evenings and weekends when needed
- Ability to deploy on short notice anywhere in California for disaster response four times yearly for up to two weeks each
- Basic knowledge of Microsoft Suite, Zoom, G Suite and willingness to learn
- Due to recurring access or episodic access to vulnerable populations, service in this role is contingent on the following checks:  
DOJ, FBI and National Sex Offender Public Website (NSOPW), and COVID-19 testing  
or  
proof of COVID vaccination prior to service. Candidates must also possess a personal automobile, a current California driver's license and maintain valid automobile insurance. Availability to meet ongoing requirements.

### **DESIRED KNOWLEDGE, SKILLS & EXPERIENCE:**

- Biliterate in English and Spanish
- Experience working with community programs. non-profits, churches, community organizations preferred
- Ability to provide a consistent, professional, positive adult relationship with the public and host nonprofit site(s)
- Confident oral and written communication skills
- Ability to serve independently and make decisions
- Willingness and ability to take initiative
- Experience working in group and team settings
- Ability to resolve differences professionally.

- High-level organizational skills
- Management of assigned technology/equipment/uniforms

### **Personal Qualities**

- Commitment to the mission and values of the partner agency and National Service
- Strong leadership skills, flexibility and adaptation
- Growth mindset
- Ability to inspire others
- Ability to maintain motivation to achieve goals while dealing with challenges
- Committed to community building and service
- Can Do Attitude!

Semi-Monthly member stipend  
\$2572 monthly stipend

### **Member Benefits**

- Healthcare
- For 1700 hour members only- an AmeriCorps Segal Education Award of \$6,495 and an additional California for All state education award of \$3,505 for up to \$10,000 total education award managed through The AmeriCorps National Trust Fund and state fund
- Ongoing training and professional development opportunities
- Great life experience and and personal growth
- Childcare coverage (for qualifying members)
- Student loan forbearance (for qualifying loans)

\*Due to the nature of sudden and unpredictable emergency responses, we discourage school enrollment while serving as an AmeriCorps members. All Members must maintain the expected hours of service of 40 hours per week; 1700 hours.

Service hours are typically, Monday through Friday, 9am-6pm. Weekends and afternoons when needed.

### **License/certification**

- Valid CA driver's license.
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### **Additional Duties:**

- Confidentiality/Privacy compliance - Treats all client, member, and employee information as sensitive and confidential. Responsible for maintaining compliance with all HIPAA regulations and requirements where applicable.
- Compliance - Ensure compliance with all local, state, and federal regulations.
- Quality Improvement - Participate in quality improvement activities and contribute towards the overall performance improvement of the department and organization.
- Safety - All employees will participate in the ELF safety program.
- Travel – The position may require some day and overnight travel, primarily short distance.
- Work Schedule – the position may participate in evening and/or weekend activities as required by the department and organization.

## ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

### Environmental Conditions:

Work generally takes place within an office environment. Air quality is good with general adequate lighting at desks/workstations. Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and the public.

### Physical Requirements:

- Must be able up to lift to 20 pounds and push up to 50 pounds (on wheels).
- Must be able to hear staff on the phone and those who are served in person and speak clearly to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms, and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn

To Apply:

Please complete an application form and submit it to Ana Luisa Lopez at [alopez@education-leadership.org](mailto:alopez@education-leadership.org).