



**AmeriCorps Member  
Service Opportunity  
Full-Time Position  
1700 hours in 10 months**

Hospital Council of Northwest Ohio and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Community Liaison. The candidate will ideally begin service on October 1, 2018 and serve a minimum of 1700 hours through the end of his/her term on July 31, 2019. The exact start and end date is confirmed by the Member Agreement of Participation. The individual selected to serve is not considered to be an employee of Hospital Council of Northwest Ohio or LISC.

**ORGANIZATION BACKGROUND**

Hospital Council of Northwest Ohio (HCNO) was founded in 1972 as a 501(c)(3) nonprofit regional hospital association. HCNO's mission is to represent and advocate on behalf of its member hospitals and health systems, as well as to provide collaborative opportunities to enhance the health status of northwest Ohio residents. As a respected backbone organization for regional collective impact initiatives focused on health improvement, HCNO has a strong record of developing both clinical and community relationships. HCNO has been a leader in Lucas County efforts to reduce infant mortality rates and racial disparities since 2005 when HCNO began the development of the Northwest Ohio Pathways HUB (HUB) clinical-community linkages system. The HUB began operations in 2007 to improve low birth weights especially among African American women in Lucas County.

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at [www.lisc.org](http://www.lisc.org)

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

Four members will be selected to serve in this capacity. They will report to the HCNO and serve with one of four anchor institutions: ProMedica, Toledo-Lucas County Health Department, Neighborhood Health Association, and Mercy Health. Members will:

- Facilitate community focus groups with residents to identify community needs and expectations.
- Assist with planning and implementation of community outreach events.
- Assist with developing presentation materials for community outreach events.
- Attend community events and neighborhood meetings to help build trust between community members and the anchor institutions.
- Assist with recruitment of volunteers in the targeted neighborhoods.
- Conduct one-on-one interviews with resident leaders to identify community needs.
- Provide outreach materials to community members most at risk to refer them to appropriate resources of care.

**MEMBER SIGNATURE:** \_\_\_\_\_

**LISC PD APPROVAL (date): SMR 08.15.18**

V. YR24 2018- 2019

## **PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS**

This is an AmeriCorps position. LISC and HCNO will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member.

Members will be provided with goal(s) at the onset of the service assignment based on the activities and responsibilities noted above. Members will track goal attainment monthly through an on-line system (training provided). Members will also discuss professional performance in the form of a mid-term and final appraisal. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members will perform day to day service at HCNO and serve a minimum of 40-42 hours per week. Normal service hours are Monday – Friday from 8:00 am – 5:00pm with 30 minutes for lunch per day. There will be opportunities to serve weekends.

Members will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and HCNO.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending a local onboarding session coordinated by LISC and an onsite orientation to our organization;
- Attending a national leadership conference tentatively scheduled for March 2019;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in at least two team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week); and,
- Engaging in any other LISC events as determined by the local LISC office.

## **DESIRED SKILLS**

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods.
- Previous experience working with underserved communities desired.
- Ability to work independently and in a team environment.
- Ability to learn commonly used software programs.
- Good computer skills.
- Good written and oral communication skills.
- Ability to work a flexible schedule (some night and weekends may be required)
- Live in the 43604, 43608, 43609, 43611 and 43620 ZIP codes preferably.

## **PROGRAM ELIGIBILITY REQUIREMENTS**

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Be eligible to earn 100% of the education award associated with this description
- Be eligible to perform the term of national service associated with this description
- Have unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by CNCS during the pre-enrollment period
- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Be able to complete at the hours within the timeframe of the service term and serve the full term

## **HOSPITAL COUNCIL RESEARCH REQUIREMENT**

This project is part of grant-funded initiative that requires members to be Affiliates of the University of Toledo. Members will be required to be entered into the University of Toledo's IRB System and pass required training

courses. Not completing the steps in this process could delay enrollment or prevent a candidate from serving in this role.

### **NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT**

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Only candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of murder may not participate as an AmeriCorps member. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the LISC AmeriCorps application. Candidates must be cleared by CNCS prior to the first day of service.

### **PROGRAM BENEFITS**

Upon successful completion of the term of service, the member will be eligible for a \$5,920 education award to pay off existing, eligible student loans or return to school. Members are eligible to place existing student loans (loans must qualify and not in a state of default) into AmeriCorps forbearance. The position pays a total stipend of \$17,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is required. A health care benefit is available for the participant only (dependents are not eligible). For members with children under the age of 13, there is a child care subsidy benefit available which is dependent on the participant meeting all eligibility requirements (This benefit is administered by a contracted provider via the Corporation for National and Community Service).

Additional benefits for alums can be found here: <https://www.nationalservice.gov/special-initiatives/employers-national-service/alumni> and information on Public Service Loan Forgiveness can be found here: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

### **HOW TO APPLY:**

Please email, fax or mail a cover letter and resume and specify which host site you would be most interested serving to:

Selena Coley, Project Coordinator  
Hospital Council of Northwest Ohio, 3231 Central Park West, Suite 200, Toledo, OH 43617  
419-842-0800 x 134 Phone  
419-843-8889 Fax  
Email [scoley@hcno.org](mailto:scoley@hcno.org)  
Website [www.hcno.org](http://www.hcno.org)

We are committed to diversity and inclusion in the selection process.

*This program is available to all, and we treat all persons without regard to race, color, religion, creed, gender, sexual orientation, gender identity, national origin, ancestry, citizenship status, age, marital status, veteran status, disability, genetic information, or any other characteristic or status protected by applicable federal, state or local law.*