



## AmeriCorps Position Description: Community Health Advocate

**Program:** MCHS AmeriCorps Public Health Community Corps  
1000 N Oak Ave (F1C), Marshfield, WI 54449

**Purpose:** AmeriCorps members will provide capacity-building services to non-profit organizations statewide. 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 activities described in the individual member's service plan. Activities will be identified by the host site supervisor based on organizational and community needs. Activities may include:

- Enhancing the understanding between community members and the organization's mission and goals.
- Increasing the use of the organization's services and resources.
- Improving health through screening, education and resources.
- Improving access to health care services and information through resources, educational program, activities and referrals.
- Recruiting, mobilizing, managing and tracking volunteers to support the organization's mission.
- Mobilizing for disaster response in Wisconsin (optional)

**Knowledge, Skills and Abilities Desired:** 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, U.S. national, or legal permanent resident alien of the United States; must satisfactorily pass criminal background checks; possess a high school diploma or GED; commitment to complete the full term of service.

**Term of Service:** Between September 11, 2023 - August 31, 2024, two cohort groups are anticipated. The first and largest cohort of members will start September 11, 2023. Full-time, three-quarter time, and half-time positions are available. The second cohort will begin January 8, 2024. Three-quarter time and half-time positions are available. Both cohort groups end August 31, 2024.

**Time Requirements:** Full-time is at least 1700 total hours; three-quarter time is at least 1200 total hours; and half-time is at least 900 total hours. 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 including 1-3 hours per week to complete AmeriCorps requirements. A portion of the member's total time is also required for participation in periodic AmeriCorps trainings, events and service projects.

### Training:

- Orientation training takes place the first week of the service term. Virtual. Required attendance.
- Midterm training Spring 2024. Location TBD. Required attendance.
- 10-15 hours of professional training focused on the Community Health Worker Model.
- 15-20 hours of Foundational Public Health Training
- Monthly Team Meetings & AmeriCorps team building offered online the first Thursday of each month.
- Statewide Opening Ceremony in October offering a variety of speakers and professional development.
- 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.
- Modest bi-weekly living allowance.
- Post-service education award: \$6,895 FT, \$4,826.50 TQT, or \$3,447.50 HT
- Optional enrollment in Community Health Worker training, a 15-week online course resulting in a Certificate of Completion for ease of entry into the field of healthcare. Scholarship value: \$2,500.
- Health/dental/vision insurance plan, premium paid in full by AmeriCorps (FT and TQT only)
- Childcare assistance (income eligible), 80-100% of care costs (serving in a full-time capacity 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:** Submitting accurate records, reports and survey's on time as required by AmeriCorps including:

- 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
- Quarterly written reflections; and completion of foundational public health training, self-paced (16-20 hrs).
- Member surveys and exit survey

**I have read the AmeriCorps position description for Community Health Advocate 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 05/2023