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**MCHS AmeriCorps Recovery Corps**

**Member Recruitment**

Member recruitment begins immediately upon the host site award and will run until August 12, 2024. The host site is responsible for the recruitment, interviewing, and selection of their member. Marshfield Clinic Health System AmeriCorps will provide support to help host sites succeed in this mission.

This document aims to help you through the member recruitment process and includes the following:

Overview of the Member Recruitment, Selection, & Enrollment Process

Who Plays What Role in Recruitment?

Member Benefits to Keep in Mind While Recruiting

Before beginning your search for a Recovery Coach, please read this open letter to employers entitled, “Why Hire People in Recovery?” The letter provides perspective from a small business owner on how hiring people in recovery has helped her business.

<https://recoveryisgoodbusiness.com/why-hire-people-in-recovery/>

**Overview of Member Recruitment & Enrollment Process**

1. **Member Completes the Application**

Potential members complete a MCHS AmeriCorps member application and submit to the host site for consideration. If an application is completed online through one of our systems, we will forward it to you.

1. **Screening & Interviewing of Applicants**

Host sites should screen applicants to ensure qualifications meet the needs of the site and schedule interviews. Interviews are strongly encouraged at the local level. A consistent and equitable process of reviewing applicants should be followed when reviewing applicants.

1. **Notify MCHS of Member Selection**

Once a member has been selected, the host site should email [mchsamericorps@marshfieldclinic.org](mailto:mchsamericorps@marshfieldclinic.org) notifying who you selected. Please email a copy of the application to Christina Garcia [Garcia.christina@marshfieldclinic.org](mailto:Garcia.christina@marshfieldclinic.org).

1. **HR Packet**

Upon receiving the member application, MCHS AmeriCorps will email an HR packet to the potential member. This packet will need to be completed and returned via email within 5 days to allow the program to conduct required background checks. Please encourage your applicant to take swift action to complete this packet. The host site will be copied in. Background checks are set up by MCHS and members will need to complete all steps for checks detailed in the packet.

1. **Enrollment Forms**

Once the HR packet is received back at MCHS, reviewed and approved, the final member enrollment forms will be sent via email. The applicant will need to complete these forms online within a week. The host site will be kept informed of the progress of the applicant’s paperwork and may be asked to further assist if the paperwork is not returned in a timely manner.

1. **Fingerprinting & Background Checks**

Member applicants will complete the schedule of their FBI fingerprinting prior to attending orientation (process communicated with member during enrollment). They must also respond to the Truescreen background check email to complete the process of background checks. ALL background checks must be completed PRIOR to orientation.

1. **Confirmation of Enrollment**

An email confirmation of the final approval and start date with be sent to the host site supervisor and member. Members may not begin serving or count any hours prior to their approved start date. Members will begin their first day of service at orientation. APPLICANTS SHOULD NOT attend orientation unless they receive an approval email.

**Note**: Should your applicant withdraw from the process at any time you will be able to continue recruitment or select a new member. Each case will be dealt with as it comes up. The program director will work with affected host sites. Site cash payments are locked in once member starts orientation.

**Who Plays What Role in Member Recruitment?**

**Beginning the recruitment process…**

* MCHS AmeriCorps will promote member positions publicly through statewide press releases, school and university notifications and website/social media promotion.
* Agencies/host sites should advertise member positions through local media outlets, work office, schools, etc.
* Recruitment of member’s is the host sites responsibility and should be conducted aggressively to meet the deadlines. That being said, keep in mind you still want committed individuals and not just to fill the slot.

**Marshfield Clinic Health System AmeriCorps will:**

* Post a general health focused position on the federal AmeriCorps website, <https://my.americorps.gov/mp/listing/publicRequestSearch.do>.

Program Type: AmeriCorps State/National; Program Name: Recovery Corps

* Post a general health focused AmeriCorps position used for all sites on the Marshfield Clinic Health System employment website. Applicants will be forwarded to all host sites for their review. If interested, host sites should connect directly with the applicant.
* Post a general health focused AmeriCorps position to Center for Community Health Advancement Facebook and LinkedIn pages.
* Post a general health focused AmeriCorps position on the TechConnect website, which is shared with all 16 Wisconsin Technical Colleges.
* Will also post to approximately 5 other sites in Wisconsin (i.e. Indeed.com, Handshake, etc.)
* Post a general health focused AmeriCorps position on the:

1. UWSP careers website
2. UWEC BluGold CareerLink
3. UW Milwaukee – Panther Jobs website
4. UW La Crosse Eagle Opportunities
5. UW Green Bay – Phoenix Recruitment Online

* Post host site specific positions on the AmeriCorps Handshake page. MCHS will assist host sites with getting their individual positions posted.
* Utilize the Center for Community Health Advancement’s network and program contacts to promote open positions.

**Recommendation for Host Sites:**

* Create a detailed position description for your AmeriCorps position including some of the discretionary service activities your member will be doing. Use this to complete the Member Recruitment Flyer we provided.
* Post your specific opportunity to LinkedIn, Facebook, and your organizational website.
* Email the specific job posting and application link through your email distribution list.
* Look within your own volunteer pool or target individuals you know personally that would make a great member.
* If funding is available, post your ads in the local newspaper or other publications.
* Encourage your applicant to consider a two-year term of service (not required).
* Be sure you are not displacing any paid staff or volunteer positions in the organization with the members’ service time.

**Member Benefits to Keep in Mind While Recruiting (2024-25)**

* Living allowance paid every two weeks during term of service. Final payroll is determined by member’s tax status.
* Education award of $7,395 is provided upon successful completion of service.
* Childcare assistance is available to full-time members only and is based on household income eligibility (information provided on request). If this is a requirement for an individual to have this benefit in order to serve, please have them contact the Director immediately to begin the process of determining eligibility.
* Basic individual health, dental and vision insurance is available to full-time members only. No family plan available.
* All members are eligible for loan forbearance and interest accrual payments with qualified student loans.
* Mileage, meals, and housing are provided for all required MCHS AmeriCorps trainings and events.
* MCHS AmeriCorps service gear provided by program.

Not only will the member receive tangible monetary benefits they also receive non-monetary intangible benefits. It is important to share these with the applicants when recruiting and interviewing as they may find them very beneficial. It is important for you to help them understand how this could help them in the long run.

* *Resume builder* – Having experience with a full-time position at Marshfield Clinic Health System and your organization listed on a resume can look really good when you are looking for a career position.
* *Hands on experience* – practical hands-on experience can mean a lot to a potential employer.
* *Networking* – Build the network of individuals that could help you find full-time career work down the road. Members will connect at all levels of the organization, engage partners and the community. Remember, it’s not always what you know, it’s who you know.
* *Training* – Members will gain valuable experience through the training they are offered at orientation and midterm. In addition, your site may offer training, conferences, and other opportunities to learn. Share with the member what that might entail. Many people include trainings and education as part of their resume. Employers value hands on training.
* *Experience* – How many times has a member applied for a position and been told they don’t have enough experience. Well, AmeriCorps offers that experience, hands-on and in the trenches. Encourage your applicant to consider this!
* *Conflict resolution* – One of the many skills you can learn while serving is conflict resolution. Not necessarily conflict in a negative sense, but in a positive growing sense. Learn how to deal with co-workers and supervisors, how to make a deal, negotiate your service and time and how to come to resolution. This is just one of many skills you can work on as a member.
* *Opportunity to grow* – How many positions let you know up front that we don’t expect you to know everything? Not many. They typically expect you to hit the ground running, in a day and age where capacity is short, and workloads are high. Take advantage of the opportunity to learn the skills, talents and patience needed to “work”.
* *Build value* – Your service builds value, in you and the position you serve. Consider this, many members transition directly into a full-time roll with the organization they serve. How? They have built value in their service and their position, and the organization doesn’t want to lose the investment they made. They have test driven the product and they know what they will get. It makes total sense, right? You have an established value, and the organization has invested in it; it makes sense to keep it.
* *Commitment* – You have shown significant commitment by giving a year of service. Employers find that very attractive to their bottom line and their team. Individuals like you don’t come along every day with a proven track record of strong commitment and sacrifice. Members are a shining example of commitment, so use this to sweeten the pot and encourage retention in your program.