

Legacy Corps for Veterans and Military Families Arizona State University – Center for Urban Innovation



AmeriCorps Member Volunteer Service Position Description

SERVICE CATEGORY: Caregiver Support Services

SCOPE OF SERVICE:

Caregiver Support Services offers a wide range of community-based support services targeted to veteran and or military families of all ages. Services are designed to decrease caregiving burden and stress and empower the caregiver and care recipient through education and community resources to maintain and or improve their quality of life. All Legacy Members are expected to provide a minimum of 450 hours of combined service and training for the contracted period. On average, this equates to 11-12 hours each week.

SERVICE ACTIVITIES: (Examples)

In order to enhance independent living for veterans and military families an array of caregiver support services will be offered. These are the only approved activities for Caregiver Support Services and apply to all subaward grantees and Legacy Corps for Veterans and Military Families. These six components are provided to caregiver families at the discretion of the host subaward grantee based on service needs and local agency specific policies. These include:

(1) In-home respite care. Providing on average 9 hours of on-site respite care per week that enables the caregiver to attend to essential family or personal needs and or events or activities that are vital to personal health or well-being. Respite care activities include active listening with the care recipient, preparing light snacks or lunches, taking the care recipient to medical appointments or other outings, walking or other non-medical ambulatory exercises to maintain mobility, storytelling, journaling, etc. All activities are of a non-medical nature, not requiring the skills or services of medical, therapeutic or other licensed professionals. Prior approval is needed from UM staff if the respite care assignment exceeds a continuous 48 hour period.

(2) Information Dissemination on Veteran Medical Conditions. Legacy Members will provide information to the caregiver and or care recipient on various medical conditions (e.g, traumatic brain injuries, physical disabilities, post-traumatic stress disorders, environmental-chemical illnesses) to inform them about symptoms, coping strategies, medical/physical interventions and other resources. Members are strictly prohibited from offering personal medical advice, diagnosing and or other medical therapies.

(3) Supporting and Creating Peer-to-Peer Networks. Legacy Corps for Veterans and Military Families members will provide information and support to veteran and military families to identify and link caregivers to various social support venues (e.g., on-line chat networks, existing or new veteran/military support groups, Facebook, web-based resources). Information about and links to community resources, employment opportunities and organizations that support veteran and military families will be provided to the caregiver.

(4) Caregiver Transitional Services. Respite care and other support services may be provided to veteran and military families who are transitioning from medical facilities to home-based care and vice versa. Legacy Corps for Veterans and Military Families members will serve as individual and family navigators to support the family during this transition period. Examples include coordination with social workers and discharge planners (e.g Fisher Houses, hospitals) to arrange for services and following the caregiver and care recipient through the transition period for up to 30 days. Members may not give advice or participate in activities that require medical solutions and or medical therapies normally administrated by professionals.

(5) Transportation Services. Legacy Corps for Veterans and Military Families for Veterans and Military Family Members may provide transportation services to the caregiver or care recipient to medical appointments, pharmacy needs, shopping or other essential places. Transportation support services are optional and are provided at the sole discretion of the subaward grantee organization based on its own internal policies and required liability coverage.

AMERICORPS MEMBER ADMINISTATIVE TASKS: (Examples)

All Members are required to participate in Arizona State University national research and evaluation by completing all research and evaluation forms within the prescribed timeframes.

Completes member service time and activity logs and training forms.

Attends required pre-service, in-service training and Reflection Sessions.

Works with designated case manager or social worker to develop and review caregiver service plans.

Completes progress reports as required by the host organization.

Provides periodic written success stories about service activities and individuals served.

Identifies other service needs or concerns and reports those to the designated case manager, social worker or assigned supervisor.

Assesses the home environment to identify safety issues to prevent falls or other harm that would jeopardize independent living and reports those to the designated case manager, social worker or assigned supervisor.

Members will not engage in *Prohibited Activities* set forth by the Corporation for National & Community Service as outlined in the Member Handbook and Member Contract.

Perform daily service activities in accordance with the host agency care plan.

Attends host agency and community service meetings as assigned.

Enters data into OnCorps Reporting data base if required by the host organization.

Adheres to established time schedules (i.e., reports to project site on time, reports to service assignment on time, meets all other reporting timeframes such as member time sheets, monthly reports).

Member is prohibited from handling the individual's money, accepting gifts, administration of medications, lifting of individual, or any other activity normally performed by medical or other licensed professionals.

MEMBER DESIRED KNOWLEDGE, SKILLS AND ABILITY:

Note: Many of the identified knowledge and skills will be learned through your participation as an AmeriCorps Member.

Ability to express ideas in writing using appropriate grammar, spelling, and punctuation.

Ability to adapt to changing social conditions/situations.

Ability to get along with others (i.e., AmeriCorps members, site staff, supervisor, community organizations).

Ability to complete written reports as requested.

Ability to establish a self-directed course of action to accomplish assigned service or reporting tasks.

Knowledge of AmeriCorps programs, rules and regulations.

Knowledge of veteran and military family issues and needs (will be covered as part of the pre-service orientation).

Knowledge of community resources.

SPECIAL CONDITIONS:

Must have own telephone

Must be flexible in terms of service activities schedule

Must have dependable transportation

MEMBERS WITH DISABILITIES:

AmeriCorps strives to reach out to members who contribute a diverse set of skills and life experiences to the program. Applicants will be selected on the merits of their application and whether or not they can perform the essential project activities, with or without reasonable accommodation of their mental or physical disabilities. Reasonable

accommodations will be made for individuals with disabilities provided they are not unduly burdensome or alter the fundamental design of the program. However, the organization must prove and document any such findings or decision.

Minimum Requirements:

Be enrolled as an AmeriCorps member with a signed AmeriCorps Member contract, be certified as a U.S. national or a lawful permanent resident alien of the United States, be at least 17 years of age and have a high school diploma, GED or agree to obtain one while serving. Member must have a clean State Criminal Background Check and National Sex Offender Public Website (NSOPW) in order to be an AmeriCorps Member.

Note: AmeriCorps members are not employees of the AmeriCorps program or of the federal government. Moreover, members are not allowed to perform an employee's duties or otherwise displace employees.

The grantee must withhold Federal personal income taxes from Member Living Allowances, requiring each member to complete a W-4 form at the beginning of the term of service and providing a W-2 form at the close of the tax year.

SUPERVISOR:

AmeriCorps member reports to _____.

Note: AmeriCorps is funded through a grant from the Corporation for National and Community Service and is administered through the Arizona State University – Center for Urban Innovation.

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