



Utah | Campus Compact

2014-2015 Utah Campus Compact AmeriCorps Program Healthy Futures Focus Area Position Description

Use black or blue pen to complete this document.

Member, Campus Coordinator, and Site Supervisor must thoroughly review this Position Description in its entirety and ensure all fields are completed fully and correctly. Failure to do so **will** result in a delay to the member's start date.

Institution and Program: **Southern Utah University – Nursing**

Member Name: _____

Campus Coordinator Name: _____

Service Site Information

Service Site Name: _____

Site Supervisor Name: _____

Site's Full Address: _____

Site's Phone Number: _____

Both member and site supervisor must be able to initial at least one statement below. This site qualifies for member's term of service because:

	Site	
Member	Supervisor	

50% or more of the clients/patients served by the site are uninsured¹, underinsured², and/or economically disadvantaged³,

OR

Member's site is located in a medically underserved⁴ and/or rural community

¹ Individuals who lack insurance coverage

² Individuals who have insurance coverage but it doesn't adequately cover their medical expenses

³ Individuals who meets income eligibility criteria for Medicaid or SCHIP

⁴ Individuals who live in a medically underserved area or is a member of a medically underserved population



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Healthy Futures Focus Area Requirement

In the Healthy Futures Focus Area, **member must be able to initial both boxes below**. If you cannot, your project does not qualify you for participation in the Utah Campus Compact AmeriCorps Program under the Healthy Futures Focus Area.

- With the help of my site supervisor and or site, I will be able to track the number of uninsured, economically disadvantaged, and or medically underserved patients/clients I provide preventative or primary healthcare services to each month

- I am serving at a Healthy Futures site that has a signed Qualified Site Contract on file with Utah Campus Compact

Position Description Summary and Responsibilities

- Members will only serve at non-profit organizations that have Qualified Site Contracts on file at Utah Campus Compact. Examples of where members could serve: university clinics, local elementary/high schools, and/or health clinics.
- At all locations, the services will be provided at no cost or at very low cost to all of members clients/patients.
- Members will serve to increase client/patient knowledge and health due to preventative health care services and programs. Member will report this information monthly.
- Members will submit a Service Hour Record log and complete the Demographic Reporting Form in IPT each month they provide service.
- Members must provide a Great Story in IPT each month they provide service.
- Members will mobilize at least 5 non-AmeriCorps volunteers during their term of service (see Volunteer Mobilization Project section on page 4).
- Members will treat their patients with respect and empathy regardless of their social and economic status.
- Members will always conduct themselves in a professional manner with their peers, their instructors, and staff and most importantly with their clients/patients.



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Allowable Service Activities

Direct Service Activities

Members may include these activities in their direct service:

- Members will check blood pressures, body mass indexes, and pulses.
- Members will assess patients' vital signs, do physical assessments, and administer medications.
- Members will develop care plans, concept plans, and assessments, and discharge instructions.
- Members will participate in simulation exercises and emergency response drills.
- Members will teach healthcare concepts at schools, non-profit organizations and community functions.
- Members will conduct health tests, check blood pressure, pluses, and provide triage service and emergency first aid services at community events and health fairs.

Member Development and Training

Member development hours can account for up to 20% of member's total service term

- Attending a class directly related to services they will be providing
- Attending a conference directly related to service
- Attending a training directly related to service
- Attending staff or agency meetings
- Meeting with other Utah Campus Compact AmeriCorps program members for National Day of Service, MLK Day, and other organized member gatherings
- Participating in structured, deep reflection on your AmeriCorps term of service with one or more of the following: fellow AmeriCorps members, campus coordinator, site supervisor

(Member initial) My service falls under the Utah Campus Compact AmeriCorps Program's Allowable Service Activities and my direct service and member development activities will not include any activities on the list of "Prohibited Activities" as provided by AmeriCorps (see list in Member Service Agreement).



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Member Volunteer Mobilization Project

During the service year, each member will recruit a minimum of **five non-AmeriCorps volunteers** to add value to member's service site. The volunteers recruited must serve for a **minimum time of one hour per volunteer**. The Volunteer Mobilization Project must either directly benefit the service site and or the people the member serves. Member must summarize the experience and its results in the online Demographic Reporting Form in IPT during the month in which the project took place. Volunteer Mobilization Projects include but are not limited to:

- Recruiting volunteers to collect, assemble, and distribute oral health care products/oral hygiene kits, pamphlets, brushing and flossing instructions.
- Recruiting volunteers to provide oral health education to children at elementary schools, YMCA, Boys and Girls Club, etc.
- Recruiting volunteers to provide oral health education to adults in various healthcare facilities
- Members can create their own mobilization project other than what is listed above as long as it meets the requirements.

Members must ensure that recruited volunteers in this program will not be involved in prohibited activities during this Mobilization Project (see prohibited activities list in Member Service Agreement).

(Member initial) I understand I am required to mobilize at least five non-AmeriCorps volunteers for a minimum time of one hour per volunteer for my service site during my term of service and report on this activity in IPT.



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Member Verification

Member must be able to initial all boxes below. As an AmeriCorps member participating in the Utah Campus Compact AmeriCorps Program, I certify that:

I acknowledge and understand that if I am serving a vulnerable population⁵, I must be accompanied at all times until all Criminal Record Checks have been complete, reviewed, and approved and I have been contacted about the approval by Utah Campus Compact program staff. I authorize the program to conduct a criminal background check on my behalf. I acknowledge that the results of the Criminal Registry Check may be shared with my Site Supervisor if necessary.

All the information in this Position Description and other enrollment materials are accurate to the best of my knowledge. If any significant changes occur with my service responsibilities, site, or site supervisor, I will contact my Campus Coordinator to complete a new Position Description or a Site Supervisor Change Form.

During my (**circle one**) 300 450 675 hour term of service between (**start date**) __/__/__ and (**end date**) __/__/__, I will serve approximately _____ hours per week for _____ weeks.

I have reviewed this Position Description with my site supervisor and my campus coordinator and have determined that this service falls within the guidelines of the Utah Campus Compact AmeriCorps Program. By signing below, I am reiterating my understanding of all statements provided in this document.

Member Signature: _____ Date: _____

Campus Coordinator Verification

I have reviewed this Position Description with the member and have determined that this project falls within the guidelines of the Utah Campus Compact AmeriCorps Program.

Campus Coordinator Signature: _____

Date: _____

⁵ Vulnerable population is defined as meeting at least one of the following criteria: children age 17 and younger, adults age 60 and older, or individuals with disabilities



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Site Supervisor Verification

Site Supervisor must be able to initial all boxes and sign below:

- I confirm that the member’s site placement is a non-profit or government agency.
- I understand I will work with the member each month to determine the number of uninsured, underinsured, and/or economically disadvantaged patients/clients the member served.
- Unless explained, I do not work for the member’s college or university. Explanation if applicable:

- I agree to supervise and support this AmeriCorps member from the beginning of their enrollment to the end of their term and verify their service hours each month in IPT.
- I understand that a pre and post assessment survey will be sent to me at the beginning and end of the member’s term and that I must complete the assessments to the best of my knowledge.
- I understand that as part of the member’s completion of their service term, I will need to complete an online end of term Site Supervisor Evaluation of the member and AmeriCorps program.
- I have reviewed the member’s Position Description and agree to serve as their Site Supervisor.

Accompaniment Verification

As site supervisor for (member name) _____, I hereby certify that this member will be accompanied during all of their hours of AmeriCorps service while serving with recurring access to vulnerable populations⁶. Accompaniment will begin on their first date of service and will continue until notified by the AmeriCorps Program Director that the member is cleared for unaccompanied service. I, also, acknowledge that UCC staff will notify me if there are results on the member’s Criminal History Checks that warrant concern for their placement.

Site Supervisor Name: _____ Date: _____

Email: _____ Phone #: _____

Physical Site Address: _____

Site Supervisor Signature: _____

⁶ Vulnerable population is defined as meeting at least one of the following criteria: children age 17 and younger, adults age 60 and older, or individuals with disabilities



Utah Campus Compact AmeriCorps Program Information for Site Supervisors

What is AmeriCorps?

AmeriCorps is a network of three programs—AmeriCorps*State and National, AmeriCorps* VISTA, and AmeriCorps* NCCC. Each year, these programs support the engagement of nearly 80,000 Americans in service to meet critical needs in education, the environment, public safety, homeland security, and other areas. Since 1994, nearly 800,000 AmeriCorps members have served with thousands of nonprofit organizations, public agencies, and faith-based organizations nationwide—from small community groups to nationally known organizations. Members tutor and mentor youth, build affordable housing, clean parks and streams, and recruit, train, and manage community volunteers. In return for their service, AmeriCorps members receive an AmeriCorps Education Award that they can use to pay for college or to pay back qualified student loans; members have earned more than \$1 billion in education awards since 1994.

What is Utah Campus Compact?

Utah Campus Compact (UCC) is a consortium of 10 colleges and universities across the state of Utah. Seven of these colleges and universities (Utah State University, Utah Valley University, University of Utah, Southern Utah University, Dixie State University, Salt Lake Community College, and Weber State University) partner with Utah Campus Compact to provide the Utah Campus Compact AmeriCorps Program, the largest AmeriCorps program in the state of Utah. Utah Campus Compact's programs meet the needs of the greater Utah community and its member institutions.

What is the Utah Campus Compact AmeriCorps Program?

This program is an intensive volunteer program which allows students that regularly volunteer in their community (average minimum of 5.75 hours per week for a full year) to serve while continuing their education. Service is not random, one-time, or short term.

Are there activities the member cannot engage in while serving at my organization?

At no time while acting as an AmeriCorps member may the member:

Engage in any activity that is illegal under local, state, or federal law. Engage in activities that pose a significant safety risk to others, and while charging time to the AmeriCorps program. Members accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff, and members may not engage in the following activities listed in 45 CFR, Section 2520.65:

- Attempt to influence legislation
- Organize or engage in protests petitions, boycotts, or strikes
- Assisting, promoting, or deterring union organizing
- Impairing existing contracts for services or collective bargaining agreements
- Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office
- Participate in, or endorse, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
- Engage in religious instruction; conducting worship services; providing instruction as a part of a program that includes mandatory religious worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; engage in any form of religious proselytization
- Provide a direct benefit to:
 - A for-profit entity
 - A labor union
 - A partisan political organization
 - An organization engaged in the religious activities in the preceding sub-clause unless grand funds are not used to support the religious activities

- A nonprofit entity that fails to comply with the restrictions contained in the section 501(c)(3) of U.S. Code Title 26
- Voter registration drives by AmeriCorps members are an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as the Corporation may prohibit

What are the responsibilities of being a Site Supervisor?

Site supervisors will be responsible for approving Service Hour Records for AmeriCorps members using an online system each month the member is enrolled in the AmeriCorps Program. Site supervisors must ensure that all hours are correct and accurate to the best of their knowledge, site supervisors must also ensure that both member and site supervisor does not approve hours before they are actually served. Site supervisors have the ability to clear signatures for Service Hour Record corrections. They will also be responsible for reporting on member service by completing Pre and Post Assessments. Site Supervisors must be able to ensure the following below and in the Position Description:

- I understand that as site supervisor, I will be responsible to complete a brief assessment on the impact of AmeriCorps members for each member, once a year.
- I understand that as site supervisor, I cannot be related by blood or marriage to any other project staff or responsible Corporation program staff.
- I understand that members and their mobilized volunteers cannot duplicate, supplant, or displace any existing volunteers, staff, contracts or efforts at my organization.
- I understand the prohibited activities members cannot engage in while serving and will ensure they, or their mobilized volunteers, do not perform any prohibited activities while serving on AmeriCorps time.
- I will ensure that an AmeriCorps poster is displayed at my organization while a member serves at my organization. Utah Campus Compact will mail this to your site.
- I understand that until the site supervisor has received notification from UCC that an AmeriCorps Member has cleared the criminal history check, the member must be accompanied while serving vulnerable populations.
- I will allow members to vote, attend jury duty, and attend National Guard responsibilities while serving and understand that members can count this time as part of their AmeriCorps service.
- I understand that in partnering with Utah Campus Compact, I, or a designated representative (site supervisor) from my organization, will be responsible for verifying members' Service Hour Record once a month within 5 business days of the previous month's close (calendar provided).

How will the Utah Campus Compact AmeriCorps Program support me as a Site Supervisor?

Once the member has been fully enrolled in the program, site supervisors will receive an email from ipt_emailer@secureserver.net containing their login information to our online system called IPT. This email will give site supervisors instructions on how to log in and what forms they will need to sign. UCC will hold monthly Live Webinars for our site supervisors to receive training and to have questions answered. These Live Webinars are not a requirement but will be very helpful. Site Supervisors will also receive monthly support emails from UCC providing program updates and reminders for site supervisors.

Please contact Amy Wiscombe, AmeriCorps Program Manager anytime if you have any questions or need further clarification at uccprogrammanager@gmail.com or 801.366.8493

Site Supervisor Service Hour Record Reminder

<p>August 14</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	M	T	W	Th	F	Sa	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>September 14</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	M	T	W	Th	F	Sa	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>October 14</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	M	T	W	Th	F	Sa	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>November 14</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	M	T	W	Th	F	Sa	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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Log in at www.runipt.com once a month to approve AmeriCorps Member's Service Hour Record within 5 business days of the previous month's close.

If you have forgotten your login credentials, please contact UCC at uccprogrammanager@gmail.com and request to have your credentials reset.

Print and save this document near your computer to help you remember to sign your member's Service Hour Records!