



CORP AmeriCorps Member

CENTRAL COLORADO AREA HEALTH EDUCATION CENTER (locations statewide)

10200 East Girard Avenue, Denver, CO 80231

Sandra Kohl, Executive Admin. sandra@centralcoahec.org

The Colorado AmeriCorps Community Opioid Response Program (CORP) is a statewide initiative utilizing 12 AmeriCorps members assigned to six regional Area Health Education Centers (AHECs) who will provide support to local communities that are implementing strategies to reduce the impact of opioid abuse throughout Colorado.

Reports to: Site Supervisor & Program Managers

Service Position Summary: This member supports provider education events around safe prescribing practices, plans and executes community educational events on administration of Naloxone, and coordinates and delivers youth-focused opioid-related educational programming and resources. This member may also plan and execute community education on safe disposal, disseminate opioid-related messaging campaigns; and initiate, support, and enhance community-based collaborations. Amount of time spent in focused service areas will vary depending on community need.

Essential Functions:

- Support planning and execution of provider education events lasting a minimum of two hours each per year
- Plan and execute community events on administration of Naloxone
- Coordinate and deliver youth-focused opioid related educational programming
- Initiate, support and enhance community-based collaborations/coalitions with lead local partners
- Collect, document and report quantitative and qualitative impact data for quarterly progress reports and monthly impact statements
- Accurately and professionally discuss with community partners and volunteers the objectives of the AmeriCorps program, positive youth development, and site-specific objectives
- Recruit and train community volunteers to assist with programs
- Manage relationships with partner sites
- Commit to complete your term of service
- Complete contract service hours (1700 hours, 1200 hours, or 900 hours) during service term, and site-specific responsibilities.
- Participate in on-going trainings and events as required and requested by AmeriCorps and/or CO AHEC Regions.
- Assist in developing and delivering program training content
- Participate in National Days of Service
- Follow Corporation for National and Community Service (CNCS) prohibited activities guidelines

Secondary Functions:

- Accurately complete and submit enrollment paperwork and reports
- Have dependable transportation to and from host site, program/partner site, and programming activities
- Wear official AmeriCorps identity items such as name tag, T-shirts, and lapel pins during all AmeriCorps service
- Participate in performance reviews with the Site Supervisor and Program Managers
- Meet regularly with site supervisor to discuss programming topics and issues
- Represent AmeriCorps, COAHEC Regions, host site, and program/partner sites in a professional manner

Qualifications:

- Be willing to provide direct services and strengthen the community or organization as described in this position description
- Demonstrated ability to complete commitments, particularly in volunteer and service areas
- Demonstrated experience with self-direction and self-advocacy
- College coursework, college degree, or equivalent work experience or background; dedication to community service
- Ability to plan, organize, prioritize, and complete multiple tasks with minimal supervision
- Be a U.S. citizen or U.S. national or a lawful permanent resident alien of the U.S.
- Have a high school diploma or GED and be at least 18 years old
- Have a valid driver's license and reliable transportation
- Pass required criminal background checks, including a National Sex Offender Website search, to serve with at-risk or vulnerable populations
- Be willing and able to complete the required hours of service by end of service term

Desired Knowledge, Skills, Abilities:

- Complete awareness of AmeriCorps lifestyle (service as a priority over income)
- Knowledge of statewide efforts addressing the Colorado opioid epidemic
- Desire to have a positive impact on the Colorado opioid epidemic
- Hands-on experience in the areas of event planning and coordination, educational programming, and collaborative community initiatives
- Strong verbal and written communication skills
- Ability and willingness to serve in a team setting, promote collaboration, and develop innovative and creative approaches to assigned responsibilities
- Ability and willingness to serve in a position with flexible hours, including evenings and weekends
- Ability to use a computer for e-mail communication, online reporting (monthly time reports, quarterly impact data), and preparing monthly impact statements or reflections
- Outgoing and personable nature, adaptable, practical, energetic, and intrinsically motivated
- Professional, respectful, and brings a positive attitude
- Personal and professional commitment to diversity

Requirements:

- Attend all required training, including Serve Colorado Orientation Training in September – October and regular program training
- Submit an online timesheet to report service hours once every two weeks
- Regularly report data in online databases
- Complete a minimum of 900, 1200, or 1700 hours by end of service term.
- Fulfill service term commitment
- Attend other events (mandatory service days in September, January, and April, member retreat typically in the Fall, end-of-year celebration, etc.) throughout the program year.

Living Allowance:

- Full-time members earn a living allowance of up to \$13,732.00 (disbursed in equal payments every two weeks) for their term of service (1700 hours) as well as an Education Award of \$5,920.00¹ upon successful program completion
- Reduced full-time members earn a living allowance of up to \$9,612.00 (disbursed in equal payments every two weeks) for their term of service (1200 hours) as well as an Education Award of \$4,144.00² upon successful program completion
- Part-time members earn a living allowance of up to \$6,866.00 (disbursed in equal payments every two weeks) for their term of service (900 hours) as well as an Education Award of \$2,960³ upon successful program completion.

Service Environment: Ability to serve in community and school settings with stakeholders and vulnerable populations.

To Apply: Positions are available in counties across Colorado. Applications will only be accepted online at <http://tinyurl.com/AmeriCorps2018>. For more information about the program, please contact sandra@centralcoahec.org.

Helpful Links:

Central Colorado Area Health Education Center: www.ccahec.org
Colorado Consortium for Prescription Drug Abuse Prevention: www.corxconsortium.org
Colorado Attorney General's Office: <https://coag.gov/>
Rise Above Colorado: www.riseaboveco.org/
Serve Colorado: www.colorado.gov/servecolorado
Corporation for National & Community Service: www.nationalservice.gov/
AmeriCorps: www.nationalservice.gov/programs/ameriCorps

Central Colorado Area Health Education Center (CCAHEC) does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. CCAHEC is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

This AmeriCorps program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact: Office of Civil Right and Inclusiveness, Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, DC 20525, (800) 833-3722 (TTY and reasonable accommodation line) (202) 565-3465 (FAX); eo@cns.gov (email)

^{1,2,3} Based on the current Federal Pell grant award