



**THE FRESNO CENTER**  
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## **Member Position Description**

### **Access to Cultural Healthcare (ACH)**

#### **The ACH Program**

The Access to Cultural Healthcare (ACH) program will connect the SEA population, particularly the Hmong, Laos, and Khmer communities residing in the counties of Fresno and Merced because they lack knowledge to access primary and preventative care, the affordable healthcare programs/resources, healthcare and COVID education.

#### **AmeriCorps ACH Member Responsibilities**

**Purpose:** The AmeriCorps Members will help educate the 200 SEA individuals, one person at a time over a one-year period to increase the participant's healthcare and COVID knowledge, their access to primary care and preventative care providers, and navigating telehealth and their healthcare resources. The Members will also develop, coordinate, and conduct small group workshops and educational videos to their participants/caseloads in the second language their participants are fluent in (Hmong, Khmer, or Lao). AmeriCorps Members have a duty to California Volunteer and the site for where they are housed.

#### **Essential Functions:**

- Successfully recruit and help 200 clients gain health knowledge.
- Speak in front of people in various settings.
- Use email to communicate to supervisors, team members, and collaborators.
- Use G-suit to collect and store data.
- Be bi-lingual in one of these SEA languages: Hmong, Khmer, Lao.
- Provide health education sessions on a one-on-one basis and in group sessions.
- Utilize the Health Knowledge Assessment and intake to develop a plan of action for each assigned participant.
- Provide health mentoring to each participant and ensure that participant improves access to medical care and increased health knowledge by the end of the program year.
- Meet with participants once a month or as needed.
- Meet the participants at doctor's visits as needed.
- Disseminate information about disease screenings, Medicare/Medi-cal, health education and advocacy, medical transportation, interpretation, COVID educational materials, and other health related information.
- Utilize a combination of outreach strategies tailored to the needs of the constituents.
- Develop, coordinate, and facilitate at minimum, 2 sessions of language-appropriate small workshops for his/her caseloads.
- Recruit one community volunteer to help with an event or workshop, or to serve long-term as a community health resource network.
- Attend all scheduled Members trainings and meetings for professional development.
- Read and interpret health related literature and communicate to participants in their preferred language.
- Maintain, track, and submit approved weekly timesheets to site supervisor and AmeriCorps supervisor.
- Log in daily participant appointments and enter case notes as needed; submit a weekly report highlighting the weekly activities/experiences.
- Meet with AmeriCorps Access to Healthcare Manager twice a month.
- Members will follow the Policy and Procedures for member timesheet approval.

### **Non-Essential Functions:**

- Promote their work and outreach efforts on social-media and other ethnic medias.
- Attend community functions/events as an AmeriCorps Member.
- Prepare PowerPoint and video presentations.
- Prepare informational literature or flyers for distribution or marketing events.
- Complete national service hours as outline by AmeriCorps and site program.
- Translate and interpret materials to the participants.

Members will gain a variety of skills while serving as an AmeriCorps Member: social work/career skills through in-depth service evidence-based curricula and case management; mentoring from supervisors; training certifications; skills to collaborate with partners for future employment; organization and presentation skills building, and more!

### **Minimal Qualifications**

- U.S. citizen or lawful permanent resident.
- Bilingual (Southeast Asian language: Hmong, Lao, Khmer).
- Able to work some evenings and weekends as needed.
- Successful completion of Live Scan/fingerprinting (upon hire).
- Must be willing to complete 1,700 hours of service (35 hrs./week for 11-12 months).
- Must have a valid CA Driver's License.
- Must be able to travel between sites, if needed.

### **Desired Knowledge, Skills, Experience & Personal Qualities**

- Commitment to the mission and values of the agencies (AmeriCorps, The Fresno Center, your assigned site)
- Strong leadership skills to inspire others
- Have a passion for health
- Maintain motivation to achieve goals while dealing with challenges
- Committed to community building and development
- Experience working with the SEA community, community programs, non-profits, community organizations
- Ability to provide a consistent, professional, positive relationship with the public
- Exceptional oral and written communication skills
- Must be willing to learn the scope of work
- Adaptable and ability to work independently and as a team

### **Terms of Service**

- Member's start date: July 2021; Member's end date: July 2022
- Members regular service hours are Monday through Friday
- Members may have to work during related or AmeriCorps sponsored events/programs
- Full-time appointment
- Members will have a total of 45-52 weeks to complete the 1700 hours (this allows for missed workdays, holidays, personal time off, etc.)
- Members are required to attend all mandatory ACH AmeriCorps trainings and certification classes
- Members will be evaluated semi-annually
- Members will adhere to the rules and regulations of their assigned site
- Members will adhere to AmeriCorps rules and regulations to remain compliant

### **Compensation**

- Members will receive a living allowance of \$1666.67 per month. Members will serve 30-40 hours per week, for an average of 80 hours per pay period.
- Upon completing 1,700 hours of service, members are eligible to receive up to \$10,000 in education awards.
- Members who are unable to complete the 1,700 hours may choose to complete 1,200 service hours, this will make them eligible to receive up to \$4,441.50 in education award.
- Members over the age of 55 can choose to pass their Segal Education Award to descendants
- Childcare is available for Members who serve full-time.
- The National Service Trust will repay a portion or all the interest that accrued on a qualified student loan during Member's term of service.

### **How to Apply**

This position will be open until filled. To apply, please submit a resume or application and cover letter via email to Pao Houa Lee at [paohoua.lee@fresnocenter.org](mailto:paohoua.lee@fresnocenter.org). All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.