

# IPHA AmeriCorps Member Position Description

**Position Focus:** Program Assistant/Coordinator

**Host Site Information:** AIDS Foundation of Chicago  
200 West Monroe, Suite 1150  
Chicago, IL 60606  
www.aidschicago.org

**Position Location:** Same as above

## **Benefits:**

- A Living Allowance of \$14,300
- An Educational Award upon completion
- Health Insurance, if not already covered
- Child care benefits, if applicable
- Professional Development & Career Experience

## **Primary Responsibilities:**

1. Support the implementation and proper documentation of daily programmatic activities: CommunityLinks member encounters (office), database searches, contact attempts (field), and monthly letters.
  2. Complete health risk assessments with located Members and properly document session outcomes in database
    - a. Assess Member needs and connect to appropriate MCO supportive services
    - b. Process urgent requests for supportive services within 24hrs of completion
    - c. Support completion of weekly health risk assessment reports
  3. Support weekly planning and implementation of outreach activities/services
  4. Support the implementation of weekly monitoring of data quality in database system;
  5. Support planning and co-facilitation of weekly planning meetings
  6. Respond to internal requests for information regarding services provided;
  7. Protect organization's value and manage risk by keeping information confidential;
  8. Special Project: In collaboration with Program Director and Quality and Enrollment Specialist, identify and lead a special Quality Assurance or Improvement project as part of AmeriCorps Internship
  9. Maintain the highest level of security and confidentiality at all times for public health information (PHI) by following all agency protocols;
  10. Prepare and submit service reports required by MCOs and AFC's finance department for invoice purposes;
  11. Perform other duties as assigned.
- Serve a total of 1,700 hours over an 11-month period.
  - Complete and submit all necessary IPHA AmeriCorps paperwork and reports by pre-determined deadlines.
  - Attend all IPHA AmeriCorps trainings including orientation and team trainings.
  - Complete all IPHA AmeriCorps required National Days of Service projects.
  - Some local and out of town travel required.

## **IPHA AmeriCorps Position Requirements:**

- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check and Sex Offender Registry check (all provided and coordinated by IPHA AmeriCorps Program)
- Valid Driver's License and proof of insurance; or valid State ID
- Regular and reliable attendance.
- Ability to commit to the full term of service.

**Host Site Preferred Qualifications:**

- Knowledge of HIV/AIDS issues and case management required.
- Must have active knowledge of technical assistance provision to service providers in a coordinated service system.
- Computer proficient, including database programs.
- Strong attention to detail and the ability to manage multiple projects, establish workload priorities, and meet deadlines are critical.
- Individual must possess strong verbal & written communication skills and have the ability to work with diverse populations.

**Transportation Information:**

- Position location is accessible by public transportation.