

# IPHA AmeriCorps Member Position Description

**Position Focus:** Connecting Senior Citizens to Resources

**Host Site Information:** AgeLinc (Area Agency on Aging for Lincolnland) 2731 S. MacArthur Blvd., Springfield, IL 62704 [www.agelinc.org](http://www.agelinc.org)

**Position Location:** Same as above

**Benefits:**

- A Living Allowance of \$5,676.75
- An Educational Award of \$2,360 upon completion
- Health Insurance, if needed
- Childcare benefits, if applicable
- Professional Development & Career Experience

**Primary Responsibilities:**

- Contact existing AgeLinc clients to provide information on local COVID vaccine availability.
- Assist senior citizens with scheduling COVID vaccinations.
- Assist with coordinating transportation for senior citizens to and from vaccination site, if needed.
- Assist with Social Isolation programming, which includes connecting isolated senior citizens with appropriate resources.
- Assist with caregiver programming, which includes conducting individual assessments.
- Assist with building AgeLinc resource database.
- Serve a total of 675 hours over a 4.5-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:**

- Team player
- Ability to represent AgeLinc in a professional manner
- Demonstrated ability to relate well and develop effective working relationships
- Excellent phone/customer service skills
- Basic math skills
- Good verbal and written communication skills

- Familiarity with the Internet, databases, and data entry
- Competence with MS Office software, including experience with using spreadsheets
- Willingness and ability to work irregular hours occasionally
- Bachelor's degree preferred, but not required
- Experience with older adult population preferred, but not required

**Transportation Information:**

- Position location is accessible by public transportation.
- Personal vehicle is recommended to get to position location.
- Personal vehicle must be used for Host Site service activities. Mileage will be reimbursed by Host Site.