



CCALAC AmeriCorps Health Fellows

About the Program

The AmeriCorps Health Fellows program is CCALAC's Workforce Pipeline program focused specifically on increasing access to comprehensive primary care for Los Angeles County's medically underserved. In partnership with California Volunteers, the CCALAC AmeriCorps Health Fellows program will place 23 full-time AmeriCorps Health Fellows at participating CCALAC member clinics across Los Angeles County. AmeriCorps Health Fellows serve full-time (40 hours per week for a total of 1700 hours) over the course of 10-11 months (tentative program dates are September 10 – July 31, 2019). AmeriCorps Health Fellows work in a variety of roles including: outreach, enrollment and health education. In exchange, they receive a \$14,500 living allowance (disbursed in bi-weekly installments by CCALAC), health insurance, student loan forbearance, mileage reimbursement, training, a \$5,920 education award, and valuable work experience.

Who are the Health Fellows and WHAT CAN THEY DO?

AmeriCorps Health Fellows are recent college graduates who have an interest or are pursuing a career in health. Many are taking a gap year or are looking for entry level work experience. Many of CCALAC's past AmeriCorps members have gone on to successfully be admitted to medical school, MPH programs or have been hired by their host site clinic. AmeriCorps Health Fellows must have on-going patient interactions and must serve 1700 hours over the course of 10-11 months in at least one of three categories:

1. **Outreach** – conducting outreach and in-reach at health fairs, community events, waiting rooms etc.
2. **Enrollment** – enrolling individuals into health insurance and health benefits programs such as CalFresh, etc.
3. **Health education** – providing patients with health education and health care navigation.
4. **Case Management** – providing patients with referrals and coordination of transportation, Cal Fresh, housing, etc.

***Examples of past roles:** Health Educations, Patient Navigators, Patient Portal Coordinators, Insurance Enrollers, Case Managers, etc.

What can the AmeriCorps Health Fellow NOT DO?

AmeriCorps is a federally funded program and thus AmeriCorps members are not allowed to participate in the attached Prohibited and Unallowable Activities during service hours (Found on page 3-4 of this document). This primarily includes political, religious and activities relating to Abortion services.

AmeriCorps Health Fellows must have on-going patient interactions, and they must be providing a service to the patients. AmeriCorps Health Fellows must not duplicate or displace any current clinic staff, but roles can complement or be similar to existing positions. AmeriCorps Health Fellows are not volunteers or interns. They are also not employees of the host site clinic.

Some of the benefits of hosting a CCALAC AmeriCorps Health Fellow include:

- Opportunity to work on projects/grants that have gone under the radar.
- Ability to hire someone at a drastically reduced amount (Clinic match is \$16,500 per Health Fellow)
- Opportunity to have young, talented, and eager individuals looking to serve their community.
- Opportunity to mentor and train the next generation of community health employees.

What do clinics need to do in order to host an AmeriCorps Health Fellow?

1. Complete and return the completed application by Friday, June 1st. Please note that we have a limited number of slots available (23). Priority will be given to those host site clinics that can meet the AmeriCorps goals and guidelines AND can host 2 or more AmeriCorps Health Fellows.



2. Sign a Memorandum of Agreement between CCALAC and the host site clinic (provided at the Supervisor Training).
3. Provide CCALAC a match of \$16,500 per AmeriCorps Health Fellow (Invoiced in 2 installments).
4. Designate a Site Supervisor who will directly supervise the Health Fellows (This person should be working at the same location where the AmeriCorps Health Fellow(s) will be placed)
5. Provide the AmeriCorps Health Fellows with adequate work space, computer, e-mail, etc.
6. Provide the AmeriCorps Health Fellow(s) with an on-site clinic orientation and on-going training. This includes providing a clinic tour, introducing them to staff, explaining clinic policies and procedures, going over emergency protocols, etc.
7. Approve and sign off on timesheets and conduct a midyear and end of year evaluation for each Health Fellow.
8. Ensure that the Health Fellow(S) maintain on-going patient interactions and have a meaningful experience.
9. Maintain on-going communication with CCALAC staff, regarding Health Fellow performance and report any issues (tardiness, excess absences, etc.)
10. **Participate in a Site Supervisor training and selection interview (tentatively scheduled for August 9, 9am-5pm)** During the training, site supervisors will receive a thorough understanding of program expectations and will interview and select their health fellow(s) from a pool of candidates selected by CCALAC.

What does CCLAC Provide?

CCALAC will be the primary sponsor of the program and will be responsible for all fiscal and grant reporting and compliance to our funder (California Volunteers). In addition, CCALAC will provide the AmeriCorps Health Fellows:

1. A \$14,500 living allowance (including FICA and Workers Compensation)
2. 1 Week orientation (introduction to community health, customer service, soft skills, etc.)
3. Monthly training (last Friday of every month)
4. Optional Health insurance and Childcare benefits
5. \$100 professional development allowance
6. Loan Forbearance on most federal student loan
7. Mileage reimbursements to training and community service projects
8. Letters of recommendation, graduate school application assistance, and career training.
9. \$5,920 Education award upon successful completion of 1700 hours.
10. Opportunity to join a network of over 1 million AmeriCorps alumni who have served their communities.

For questions, and to submit your application, please e-mail:

Alexander Gil
Workforce Coordinator
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Jessica Orenstein
Workforce Recruitment & Retention Coordinator
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***Applications are due Friday, June 1st via e-mail. Applications will be reviewed on a rolling basis with all final host site clinic selections will be made by Friday, June 22.**



AmeriCorps Prohibited and Unallowable Activities

A. Per 45 C.F.R. Chapter XXV, § 2520.65, while charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise performing activities associated with the AmeriCorps program or CNCS, MEMBER may not engage in the following activities:

- i. Attempting to influence legislation;
- ii. Organizing or engaging in protests, petitions, boycotts, or strikes;
- iii. Assisting, promoting, or deterring union organizing;
- iv. Impairing existing contracts for services or collective bargaining agreements;
- v. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
- vi. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- vii. Engaging in religious instruction, conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- viii. Providing a direct benefit to:
 - a. A business organized for profit;
 - b. A labor union
 - c. A partisan political organization
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in this section, unless Corporation assistance is not used to support those religious activities;
- ix. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- x. Providing abortion services or referrals for receipt of such services; and
- xi. Such other activities as the Corporation may prohibit.

B. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

2. Non-duplication and Non-displacement.

Per 45 C.F.R. Chapter XXV, §2540.100, the following restrictions govern the use of Corporation assistance:

A. Non-duplication. Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (F) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that



are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

B. Non-displacement.

1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that –
 - i. Will supplant the hiring of employed workers; or
 - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
6. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any –
 - i. Presently employed worker;
 - ii. Employee who recently resigned or was discharged;
 - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick);
or
 - v. Employee who is on strike or who is being locked out.