



CAC AmeriCorps

Position Description

Harm Reduction Clinic Volunteer Coordinator



Positively Living

Caring solutions offering hope and security

- Dates of Service:** August 5th, 2019 – August 4th, 2020
- Partner:** Positively Living
- Location of Service:** 900 E Hill Ave #280, Knoxville, TN 37915
- Supervisor:** Dr. Kelly Cooper, Executive Director

About CAC AmeriCorps:

Established in 1994, CAC AmeriCorps is a national service program that combines elements of traditional conservation practice with community action that informs our work and places it in the broader context of the region. CAC AmeriCorps members serve to improve public lands, streams and greenways, educate the public, meet immediate human needs, eliminate barriers to employment, contribute to healthier lifestyles, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in our communities through enduring acts of service.

About Positively Living: <https://positively-living.org/>

Positively Living was founded in 1997 and, as their website states, they serve "vulnerable groups struggling to survive the challenges created by HIV/AIDS, homelessness, mental illness, addiction, and disabilities. [Their] mission is to provide compassionate care to empower, promote and inspire wellness. [They] achieve that mission through advocacy, counseling, socialization, housing, case management, prevention services and high quality, compassionate medical care. [Their] vision is for a future of Health, Equality and Hope."

Position Summary:

The Harm Reduction Clinic Volunteer Coordinator will recruit, train, and manage volunteers for all aspects of HRC operations. The Volunteer Coordinator help with the goal of staffing the HRC with talented, reliable, consistent volunteers to deliver a high level of care to the people we serve. Responsibilities will include recruiting volunteers via social media, community connections, referral networks, etc.; streamlining, planning, and implementing trainings for each position (topic examples: blood borne pathogens, rapid HCV/HIV testing , harm reduction, and HRC process [intake and syringe exchange]); assigning responsibilities to volunteers and use a strengths-based model for placement; attending HRC activities/events to understand the process and oversee volunteers; organizing detailed schedule that is shared with staff; and communicating with staff and be proactive about scheduling/needs.

This position will provide the member with an opportunity to engage in data acquisition and management; increase aptitude in strategic planning and steps for implementation; develop and

execute procedures for public outreach and communication; and to recruit, train, and manage a volunteer corps.

Minimum Qualifications:

- Passion for community mobilization and working with those affected by drug use, HIV/AIDS, Hepatitis C
- Experience organizing/coordinating/training groups of people
- Detail-oriented and able to manage multiple schedules
- Working knowledge of Excel/database management
- Able to communicate effectively with people from diverse backgrounds

Member Benefits Include:

- A modest living allowance of \$12,277.72, or, \$472.22 bi-weekly (pre-tax), paid over 52 weeks
- Choice of an Education Award of \$6,095, that can be applied to student loans and/or future education expenses, or an End-of-Service Cash Stipend of \$1,800
- A one year End-of-Service Non-Competitive Eligibility for employment in the federal government.
- Healthcare benefits
- Child Care Reimbursement
- May be eligible for Supplemental Nutrition Assistance Program (SNAP). In-house SNAP benefits specialist available to provide assistance in determining eligibility
- May be eligible for utility bill assistance. In house specialists are available to provide assistance with determining eligibility
- Staff assistance with identifying housing. Housing, inclusive of utilities, is generally between \$300-\$450 in a shared house/apartment scenario
- Professional development and networking opportunities
- Click [HERE](#) to see full list of AmeriCorps VISTA benefits

Equity and Inclusion:

The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that employees are treated equally without regard to race, color, national origin, sex, age, handicap, cultural or religious convictions. CAC AmeriCorps provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

