



JESUIT VOLUNTEER CORPS
NORTHWEST

PARTNER AGENCY APPLICATION MANUAL
2017-18

JESUIT VOLUNTEER CORPS NORTHWEST
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IMPORTANT INFORMATION about the PARTNER AGENCY APPLICATION

Thank you for your interest in partnering with Jesuit Volunteer Corps (JVC) Northwest! Jesuit Volunteers (JVs) are energetic, committed and motivated individuals with fresh perspectives, bringing a strong educational background and goodwill to the agencies they serve. They serve full time in year-long service placements in areas of social and ecological justice, either serving with those who are marginalized in our society or on behalf of vulnerable ecosystems.

In 2010, JVC Northwest became an **AmeriCorps National Direct Grantee** and in 2013 and 2016 this status was renewed for another three years each. Due to this grant from the Corporation for National and Community Service (CNCS), 142 Jesuit Volunteers are also AmeriCorps Members. JV AmeriCorps members receive a living allowance for living expenses and are eligible to receive an Education Award to put toward school loans or future education, after satisfactorily completing their terms of service. *For ease in reading, the term **JV/AmeriCorps member** is used throughout this manual to refer to both JVs who are AmeriCorps members and JVs in independent (non-AmeriCorps) placements.*

Agencies interested in having a JV/AmeriCorps member during the 2017-18 service year must submit the Partner Agency application by MONDAY, NOVEMBER 28, 2016. A complete application includes:

1. A complete JVC Northwest **Position Description** *uploaded to the application form as a Word doc (.docx).*
2. A copy of your agency's most recent audited **financial documents** (i.e. Statement of Financial Position and Statement of Activities, also known as a Profit and Loss statement) *uploaded to the application form.*
3. The Partner Agency **application form submitted online.**
4. Finally, **current partners:** your agency **must resolve any/all outstanding compliance issues relating to the current program year (2016-17) or jeopardize continued partnership during our 2017-18 program year.** Compliance includes having submitted all due payments, contracts, agreements, assessments, etc. to JVC Northwest, meeting with a JVC Northwest staff member for a site visit, and participating in all mandatory webinars and meetings.

All applicants should view the [2016-17 Partner Agency & Site Supervisor Handbook](#) for more details before applying to host a JV.

Potential and current Partner Agencies can find these application materials online, <http://jvcnorthwest.org/get-involved/request-a-volunteer>, under “**Apply Now.**”

Most JVC Northwest Partner Agencies qualify to be AmeriCorps operating sites. **Partner Agencies where the JV/AmeriCorps member is engaged in certain activities such as advocacy and direct Catholic ministry do not qualify to be AmeriCorps operating sites** but may be considered as independent placement sites for a Jesuit Volunteer who is not an AmeriCorps member. It is important that *all* Partner Agencies understand the AmeriCorps requirements and their ability to meet them.

In the Partner Agency Application it is important to demonstrate how the JV/AmeriCorps member will meet critical and compelling needs in the local community and enhance the mission of your agency without displacing or replacing employees or volunteers. By providing accurate and detailed responses in the application, as well as by completing a detailed JVC Northwest Position Description, the Partner Agency provides important information for JVC Northwest as we place JV/AmeriCorps members and provide documentation to AmeriCorps.

In accordance with JVC Northwest and AmeriCorps provisions, JV/AmeriCorps members are distinct from employees and volunteers. While serving at a Partner Agency, JV/AmeriCorps members are not eligible for these activities:

- JV/AmeriCorps members cannot displace an employee or volunteer and/or duplicate services provided by employees of the Partner Agency; this prohibition includes substituting for absent staff and “covering shifts” normally worked by other staff.
- The JV/AmeriCorps member is not to be involved in administrative duties that are not specified in their JVC Northwest Position Description and that are not specifically in support of their direct service.
- The JV/AmeriCorps member is not to be involved in fundraising work, except to spend a minimal amount of time helping secure in-kind donations that directly benefit their program activities. Fundraising includes marketing for fundraising events, researching grant proposals, etc.
- If serving at an AmeriCorps placement site, JV/AmeriCorps members will not engage in Activities Prohibited by AmeriCorps, information about which is available [here](#).

Placements should fit into one (or more) of the following categories:

- **Social Services:** The JV/AmeriCorps member should serve 40 hours per week directly with persons unable to provide for their own basic needs, persons alienated from their family and their larger community, or persons lacking access to personal and professional development that would potentially empower them to be leaders within their tradition and heritage. Direct service in this field includes completing projects that directly build the capacity of these programs as well as relevant paperwork (i.e. case notes).
- **Education:** The JV/AmeriCorps member serves by providing academic supports to engage students (enrolled in grades K-12 in schools with a majority of economically disadvantaged students and/or a majority of children with special or exceptional needs) for 40 hours per week. Direct service in this field includes completing projects that directly build the capacity of these programs as well as relevant paperwork (i.e. lesson plans, grading).
- **Health Care:** The JV/AmeriCorps member serves by providing health services for individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs for 40 hours per week. Direct service in this

field includes completing projects that directly build the capacity of these programs as well as relevant paperwork (i.e. charting, discharging patients).

- **Advocacy and Structural Change:** Independent (non-AmeriCorps) JVs may serve in a Partner Agency that exclusively practices advocacy, structural change, and policy work. In this case, the JV should serve 40 hours doing community-organizing, research, policy-making, education, and communication with stakeholders and/or local and governmental organizations.
- **Environmental/Ecological Justice:** A JV/AmeriCorps Member in an ecological placement should serve 40 hours per week directly with the local land (i.e. through restoration and conservation efforts) and/or serving the publics with whom the agency collaborates for the purpose of education and in helping build the capacity of these programs. Direct service includes community organizing or education with the local community.
- **Ministry:** A JV may serve in an independent (non-AmeriCorps) placement within a pastoral ministry or religious education role at a Partner Agency. In this case, the JV should serve 40 hours in direct service and capacity building through service in religious education, catechesis, youth groups, sacramental preparation, liturgy, and other projects and tasks related to pastoral ministry.

IMPORTANT NOTE ABOUT THE FINANCIAL COMMITMENTS TO JVC NORTHWEST

Partner Agencies agree to pay fees to host the JV/AmeriCorps member, as follows.

In 2016-17, the Placement Fee to have a JV/AmeriCorps member for placements in the **Lower 48 States is \$10,411** and for placements in **Alaska is \$11,432**. In 2017-18, fees for a JV/AmeriCorps member will increase by no more than five percent over 2016-17 fees.

Partner Agencies pay a **\$130 retreat fee** and **pay for the JV/AmeriCorps members' transportation to their permanent residence or new residence** at the end of the service year, in addition to the placement fee.

If a Partner Agency is hosting a **returning Jesuit Volunteer who is not an AmeriCorps member**, they agree to provide a **\$300 bonus** for a JV serving a second year and a **\$500 bonus** for a JV serving a third year. This bonus is paid directly to the Jesuit Volunteer.

JVC Northwest cannot fully accept your agency as a partner site until a definite commitment is made to provide for the financial obligation.

PARTNER AGENCY APPLICATION TIMELINE 2017-18

Agencies wishing to apply for a JV/AmeriCorps member for the 2017-18 program year must submit an application before or on the application deadline of **November 28, 2016**. After that date, the Partner Agency selection process begins and agencies are notified of their acceptance by February 1, 2017. The JV/AmeriCorps member screening and placement process takes place from January through July, with service beginning August 16, 2017. The JV/AmeriCorps members complete their service commitment on July 31, 2018.

September 19	Partner Agency Application available online
November 28	Application Deadline for Partner Agencies All Partner Agency Application materials are to be received online by the JVC Northwest office via Formstack (online application platform).
December	JVC Northwest staff begins Partner Agency Selection Process JVC Northwest JV Program Manager will begin following up with applicants regarding Position Descriptions.
January 31	Partner Agency Selection Complete Partner Agencies will be informed by email of their selection results, as well as whether the service placement qualifies as an AmeriCorps operational site.
February	Status Letters Emailed to Partner Agencies
Late January to Mid-July	JV/AmeriCorps member Screening and Placement Process Starting in January, JVC Northwest staff screens prospective JV/AmeriCorps members for suitability to the JVC Northwest program. In late February through mid-July, Partner Agencies begin reviewing applicants for suitability for the JV/AmeriCorps member position. More information about this process is available in our Partner Agency & Site Supervisor Handbook .
June/July	Mandatory Site Supervisor Orientation Webinar AmeriCorps sites return completed Site Supervisor Contracts to JVC Northwest
July 31	Signed Site Supervisor Contracts, Placement Agreements, and Certificates of Liability Insurance MUST be returned to JVC Northwest
August 7-12	JVC Northwest JV/AmeriCorps member Orientation This required five-day training near Portland, Ore., is an opportunity for the JV/AmeriCorps members to prepare for their year, to learn more about JVC Northwest and to meet those with whom they will share their experience.
August 12-13	JV/AmeriCorps members travel from the JVC Northwest Orientation site to their placement locales. They settle into their new living situations and become oriented to the area.
August 16	First day of service for all JV/AmeriCorps members
During the Year	There are three JVC Northwest retreats during the year, which the JV/AmeriCorps members are expected to attend. Usually, these are in October/November, February, and May/June. These retreats are typically from Friday – Monday, and will require a minimum of two days off from service per retreat.

FREQUENTLY ASKED QUESTIONS

What does a complete Partner Agency Application include?

1. A complete JVC Northwest **Position Description** *uploaded to the application form as a Word doc.*
2. A copy of your agency's most recent audited **financial documents** (i.e. Statement of Financial Position and Statement of Activities, also known as a Profit and Loss statement) *uploaded to the application form.*
3. The Partner Agency **application form submitted online.**
4. A financial commitment to pay all fees on time.
5. Finally, **current partners:** your agency **must resolve any/all outstanding compliance issues relating to the current program year (2016-17) or jeopardize continued partnership during our 2017-18 program year.** Compliance includes having submitted all due payments, contracts, agreements, assessments, etc. to JVC Northwest, meeting with a JVC Northwest staff member for a site visit, and participating in all mandatory webinars and meetings.

Potential and current Partner Agencies can find these application materials online, <http://jvcnorthwest.org/get-involved/request-a-volunteer>, under “**Apply Now.**”

When is the application deadline?

All pieces of the Partner Agency Application – except for the letter of support – are due Monday, November 28, 2016. We encourage early submission to ensure that we can help you troubleshoot any technical difficulties that may arise.

Can I fill the application out in multiple sittings?

Yes. To save and return to the online form later, click the “Save” button in your web browser. An email will be sent to you with further instructions and a link to access your application form at a later time. Note: After 28 days your saved form will be discarded and you will have to start from scratch. Therefore, *once you begin the application and save it for multiple sittings, please be sure to complete the application within 28 days.* We are not sent a link to your application before you submit it, therefore we cannot help you retrieve your link if you lose it.

Note that the application will NOT save uploaded documents. Please upload documents only when you are finally ready to submit the application.

What happens when I select the “Submit” button at the end of the application?

Please make sure your application is fully complete and that you are connected to the internet before hitting the “Submit” button. Once this button is clicked, your application will automatically be sent to JVC Northwest through our Formstack account. You will then receive an email confirming that your application has been received (this confirmation will go to the email address you fill in at the very end of the application). If you accidentally send the form before the application is complete, please email program@jvcnorthwest.org to notify our office.

What if I am applying for multiple JV/AmeriCorps members?

- If you would like to apply for more than one JV/AmeriCorps member serving in the **same program**, with the **same position**, you may fill out **one** application.
- If you would like to apply for more than one JV/AmeriCorps member serving in the **same program**, but with **different positions**, you may fill out **one** application and include **additional position descriptions**

and additional supervisor information. Because we cannot guarantee that we will provide an agency with a JV/AmeriCorps member for every position requested, **please list the requested positions in order of priority for your organization on the application.**

- If you would like to apply for more than one JV/AmeriCorps member **with positions in separate programs**, even if they are within the same larger agency, JVC Northwest requires that you fill out **separate applications** for each program. Since the majority of the information gathered in the application pertains to the specific program where the JV/AmeriCorps member will be serving, we require a separate application.

What financial statements should I submit as part of my application?

JVC Northwest is asking Partner Agencies to submit a copy of their agency and (if different from agency) program's most recent financial statements (i.e. Statement of Financial Position and Statement of Activities, also known as a Profit and Loss statement). At minimum, submit the final financial statements of your last fiscal year, and if possible, include your most recent audited financials. Audited financials are statements that have been prepared and certified by a Certified Public Accountant (auditor).

In addition to these statements, please also enter in question 23 of the application, the information for your Agency's Income, Expenses, and Change in NET Assets from your most recent financial statements.

What position description should I submit as part of my application?

For a full answer to this question, please read the Position Description Guidelines (starting on page 7 of this packet). While agencies often have their own version of a position description, we require all agencies to submit a JVC Northwest Position Description using our [2017-18 template](#), which can be downloaded from our website. This helps us streamline our application process and ensure AmeriCorps compliance. Current (2016-17) partner agencies may upload the most recent JV position description(s). Because we use your position descriptions as the basis for our web postings about your position, please use compelling language and write in complete sentences.

What information goes on the JVC Northwest website to advertise my position(s)?

From your submitted position description, we use the information such as the brief position description, essential tasks, requirements, preferences, mental/physical performing elements, and language needs.

Whom should I contact if I have further questions?

Please contact JV Program Manager, Carolyn Chu at cchu@jvcnorthwest.org or 503-335-8202 with further questions.

POSITION DESCRIPTION GUIDELINES

This document provides guidance for creating a JVC Northwest position description as part of your application to host a JV/AmeriCorps member. If you are applying for more than one JV/AmeriCorps member, you can submit a single position description for multiple JVs serving in the same role, but you'll need to submit multiple position descriptions if the JVs will serve in different roles. Please reach out to the Program Coordinator for your area to help shape your position description as they can advise you ahead of time what JVs can and cannot do.

Create a position description that summarizes the primary duties of the position for recruitment, training and contract purposes. It is critical that the position description be complete as it will be the only information applicants receive from JVC Northwest about your organization and position and it is our official record of the authorized JV/AmeriCorps member duties in legal contracts.

TIPS FOR A SUCCESSFUL POSITION DESCRIPTION:

- Offer a compelling and accurate “brief position description” that enables a JV/AmeriCorps applicant to understand the service entailed. This will appear on our website and can make or break a position’s popularity with applicants.
- Indicate the percentage of time for each essential and marginal task; any single category you list should be less than 70 percent (be specific) and all percentages together should add up to 100 percent.
- Make sure the position description contains all the information that will make it easy for applicants to understand.
- Note that we are using a new way to assess JV applicants’ foreign language ability this year. Please read the language assessment on pages 3-4 and let us know the language level needed to perform the duties of the position.
- Please be as accurate as possible. The position description helps our JV applicants discern whether to join our program and accept a position within your agency. It’s important that the position description gives them a clear picture of the actual service you’d like them to perform, including the amount of time spent directly with people on the margins.

GUIDELINES:

- Position descriptions should be one to two pages.
- Use Calibri font size 11.
- Use the word “service” instead of “work” – AmeriCorps members are not employees.
- Update the document FOOTER to include information that accurately reflects the position. (Simply type over the sample text that is provided.)

POSITION TITLE Include the position title (subject to approval by JVC Northwest). Create a position title that is clearly distinct from staff – such as Coordinator, Educator, Specialist or Project Coordinator. Avoid the words “assistant,” “manager,” and “advocate.” Since JV/AmeriCorps member should be in support roles to staff, professional titles such as Manager, Director and Teacher are generally not appropriate.

ORGANIZATION: Organization name, program name (the department or ongoing project of the organization where the JV will serve), website address, site supervisor name, and contact information.

SITE SUPERVISOR NAME AND CONTACT INFORMATION: Please include the name, email, and phone number of the JV site supervisor. Please let us know immediately if the supervisor changes.

AGENCY WEB ADDRESS: Please provide the website address of your organization.

AGENCY MISSION: Include both the organization and program mission if applicable.

LOCATION: List **each** street address, city, and zip code where the JV/AmeriCorps member will serve.

SCHEDULE: Please list the daily **schedule** for the JV/AmeriCorps member, **including start time and end time** (i.e., 8a-5p). We do not need the total number of hours, but rather the start and end times for each day. Daily, the member’s schedule should allow them to serve 8 hours (plus lunch, breaks, etc.) in order to serve 40 hours/week. For 35 of the 40 hours/week, the JV/AmeriCorps member must engage in **direct service** tasks. The JV should not serve more than two

nights past 6 pm in order to allow them quality time at home with their JVC Northwest community. The JV should have at least two consecutive days off per week, including at least one weekend day – either Friday/Saturday, Saturday/Sunday, or Sunday/Monday.

BRIEF POSITION DESCRIPTION: This short paragraph will be published on our website and should be a compelling, accurate overview of the position itself, and is what an applicant will read first to determine their interest as this will be published on our website.

ESSENTIAL TASKS: Please list the essential tasks of the position – the tasks or duties that are fundamental and critical to the performance of this position. Include a percentage of time for each task; no single task should use more than 70 percent of the JV’s time. (If this is the case, please break the task into smaller details and allot smaller percentages.)

MARGINAL RESPONSIBILITIES: List any responsibilities that are not critical, but may be helpful.

Note: We require that any administrative responsibilities your member performs will only be in direct support of the member’s direct service and must be capped at 10 percent. Any administrative tasks the JV does are subject to approval by our JVC Northwest AmeriCorps Program Manager Rebecca Sutton Kanyako, rsutton@jvcnorthwest.org.

REQUIRED QUALIFICATIONS: What qualifications, credentials, experience, qualities or specialized training are **required** for this position?

PREFERRED QUALIFICATIONS: What qualifications, credentials, experience, qualities or specialized training are **helpful but not required** for this position?

SPECIFIC PHYSICAL AND MENTAL PERFORMING ELEMENTS: Identify and describe the physical and mental performing elements that are a necessary and integral part of the position. Try to be as specific as possible.

- **Specific physical elements include:** lifting and carrying 20-40 pounds, frequent bending or kneeling, standing for long periods of time, climbing ladders
- **Specific mental elements include:** organizing and coordinating schedules, analyzing and interpreting data, problem-solving, or communicating with the public.

RESOURCES

If you need help identifying the essential functions and requirements related to physical and mental elements, contact:

Job Accommodation Network (JAN) - A Service of the ODEP, U.S. DOL
1-800-526-7234 (Voice), 1-877-781-9403 (TTY), or online at askjan.org.

Pacific Americans with Disabilities Association (ADA) Center
1-800-949-4232 (Voice/TTY) or online at www.adapacific.org.

EQUIPMENT USE: Machines, tools, electronic devices, software, and other tools typically used to accomplish the tasks of this position.

SPECIAL CONDITIONS OF SERVICE: Describe the realities of the service location (i.e., cold and drafty office space; three flights of stairs – no elevator; fluorescent lighting; smells daily of bleach; crowded workspace, etc.).

DRESS CODE: Briefly characterize your agency’s dress code or culture. Note that JVs in AmeriCorps placements must wear the AmeriCorps logo daily as a pin, on a T-shirt, or on a jack, etc.

LANGUAGE NEEDS: If the position requires a language other than English, please list it here, then mark with an “X” the language level and whether that level is preferred or required. Use the language assessment below to help you decide which level to choose:

JV Language Self-Assessment

We will ask JVs to assess their language abilities using this self-reporting instrument. It will help us GREATLY to know what your agency’s need is using this same instrument. Do you need a JV who speaks Level 3+ Spanish, or will Level 2 suffice? **Please look at this assessment and then fill out the Language Requirement section on Page 2 of the position description template.** You do not have to fill out the language assessment; we simply need to know what language level the position needs, and whether it’s “preferred” or “required.” Current partners, consider having your current JV fill out the assessment to determine their language ability for comparison.

Instructions to JV applicants for taking and scoring the self-assessment:

Please mark “yes” or “no”. To estimate your rating, start at a Level 1 and see how many times you answered “yes.” If you answered “yes” to each statement in the level, move on to the next level. If you answered “no” to one or more statements, then you are not at that level and can stop.

If you answered “yes” to all the statements at a level, but at the next level you have a mixture of “yes” and “no” answers, then you may be at a plus level. For example, if you answered “yes” to all the statements at Level 1, but have a mixture of responses at Level 2, you may be at Level 1+ in speaking, provided that you had more “yes” answers than “no” at Level 2.

Self-appraisal of speaking proficiency		Yes	No
Level 1	I can tell/ask someone how to get from here to a nearby hotel, restaurant or post office.		
	I can order a simple meal.		
	I can arrange for a hotel room or taxi ride.		
	I can buy a needed item such as a bus or train ticket, groceries, or clothing.		
	I can ask and answer simple questions about date and place of birth, nationality, marital status, occupation, etc.		
	I can make social introductions and use greeting and leave-taking expressions.		

Level 2	I can handle conversations about familiar topics in an organized way.	Yes	No
	I can produce speech with some organization on familiar topics that extend beyond my daily routine.		
	I can describe my present or most recent job activity in some detail.		
	I can give detailed information about my family, my house, and my community.		
	I can interview an employee, or arrange for special services (taking care of details such as salary, qualifications, hours, specific duties).		
	I can give a brief autobiography including immediate plans and hopes.		
	I feel confident that when I talk with native speakers on topics such as those mentioned above, they understand me most of the time.		
	I can take and give simple messages over the telephone, or leave a message on voice mail.		
	I can describe in detail a person or place that is very familiar to me.		
	I can report the facts of what I have seen recently on television news or read in the newspaper.		
	I can talk about a trip or some other every day event that happened in the recent past or that will happen soon.		

Level 3	I feel that I have a professional command, rather than just a practical one, of the language.	Yes	No
	There are few grammatical features of the language that I try to avoid.		
	I rarely find myself unable to finish a sentence because of linguistic limitations (grammar or vocabulary).		
	I find it easy to follow and contribute to a conversation among native speakers.		
	I can speak to a group of educated native speakers on a professional subject and be sure I am communicating what I want to, without obviously irritating them linguistically.		
	I can, on a special occasion, defend personal opinions about social and cultural topics.		
	I can cope with difficult situations such as broken-down plumbing, an undeserved traffic ticket, or a serious social or diplomatic blunder made by a colleague or me.		
	I can use the language to speculate at length about abstract topics such as how some change in history or the course of human events would have affected my life or civilization.		
	In professional discussions, my vocabulary is extensive and precise enough to enable me to convey my exact meaning.		
	I am able to adjust my speech to suit my audience, whether I am talking to university professors, close friends, employees, or others.		

Level 4	I consistently use the language in a sophisticated and nuanced way to effectively communicate with great precision.	Yes	No
	I practically never make a grammatical mistake.		
	I can carry out any job assignment as effectively as if in my native language.		
	I can persuade someone effectively to take a course of action in a sensitive situation such as to improve his/her health, reverse a decision, or establish a policy.		
	I can prepare and give a lecture at a professional meeting about my area of specialization and debate complex aspects with others.		
	I naturally integrate appropriate cultural and historical references in my speech.		
	I can eloquently represent a point of view other than my own.		
	I can lead the direction of the discussion (friendly, controversial, collaborative).		

Level 5	My language proficiency is functionally equivalent to that of a highly articulate, well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken.	Yes	No
	I can use the language with complete flexibility and intuition, so that speech on all levels is fully accepted by well-educated native speakers in all of its features, including breadth of vocabulary and idiom, colloquialisms, and pertinent cultural references.		
	My pronunciation is typically consistent with that of well-educated, highly articulate native speakers of a standard dialect.		
	My vocabulary is extensive and precise, allowing me to consistently convey complex ideas and details.		

This language assessment was developed by the U.S. Interagency Language Roundtable.

PERFORMANCE MEASUREMENT: JVC Northwest Staff will add the performance measurement category to your position description in December and January when we review position descriptions submitted by all Partner Agency applicants.

Our AmeriCorps positions fall into one of three performance measure categories, and these are subject to change before the next program year. Currently the categories are Capacity Building, Health or Education. **After** you submit your position description, and **if** the position will be an AmeriCorps position, **our AmeriCorps Manager will assign each position a performance measure category. If you have questions please contact Rebecca Sutton Kanyako (rsutton@jvcnorthwest.org). Please see the explanation of these categories below:**

Performance Measure Category: Capacity Building

The member will complete two capacity building projects designed in collaboration with their site, based on an organizational assessment completed at the start of the service year. These projects will enable the organization to assist more people in their target community, enhance the quality of the service, and/or provide the service in a new way.

Performance Measure Category: Education – Academic Support

The member will provide academic supports and track students’ academic engagement via brief pre-post assessment tools. The member will use tracking forms to record a count of students they provide individual and small group academic supports in core subjects and the frequency and duration of service.

Performance Measure Category: Health

The member will track the preventative and primary health services and referrals that they provide their patients. They will also track whether or not their patients utilized referrals.

EXAMPLE POSITION DESCRIPTION

Position title: Legal Educator	Supervisor name*: Margaret Saffron
Partner agency name: Intermountain Justice Center	Supervisor email address: msaffron@ijc.org
Program name: N/A	Supervisor phone number: 509-555-1234
Web address: http://www.ijc.org	
JV name:	

Organization mission: Intermountain Justice Center seeks to improve access to legal assistance for low-income families in the Spokane area.

Brief position description (1-2 sentences *which will be used on our website* for potential JV/AmeriCorps members to view): The Legal Educator will further this mission by serving directly with clients, conducting community outreach, and assisting in administrative hearings.

Address(es) where service will be performed: 1234 Intermountain Way, Rockytown, MT 04321

Please specify service days and hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8a-5p	10a-7p	8a-5p	8a-5p	8a-5p	

Position Duties: *In the following boxes, please describe the nature and level of service being performed. List both essential and marginal tasks, starting with the most important. Indicate the appropriate percentage of time spent on each function, using percentages for each task so that the total of the essential and marginal tasks adds up to 100%.*

Percent of Time: <i>No single percentage over 70.</i>	Essential Tasks – the tasks or duties that are fundamental and critical to the performance of this position.
50%	<u>Client and Witness Contact:</u> Support attorneys with fact investigation, client and witness interviews, drafting declarations for court, and client contact. Assist clients to access services such as ESL classes, driver licensing, and counseling. This involves requesting information (i.e. medical records, police reports) and interviewing clients and witnesses with patience and compassion.
25%	<u>Community Education:</u> Outreach and community education every Tuesday evening regarding client rights and the services provided by Intermountain Justice Center. Draft community education fliers. Interact with other agencies providing services to low income residents of
20%	<u>Administrative Hearings:</u> With training and close supervision represent clients in administrative (non-court) hearings, for example regarding denial or termination of medical or food stamp benefits, or unemployment benefits.
Other essential responsibilities: <i>complete and submit in a timely manner all JVC Northwest/AmeriCorps required reports and time sheets, participate in JVC Northwest/AmeriCorps sponsored orientation, service days, and retreats; and otherwise comply with the JVC Northwest Covenant, Drug and Alcohol Policy, and Member Contract.</i>	
Percentage of Time: <i>Marginal tasks cap at 10%</i>	Marginal Tasks – those activities that are seldom or intermittently performed. The position does not exist to perform these tasks and their removal would not fundamentally alter the nature, purpose, or result of the essential tasks.
5%	Represent Intermountain Justice Center at bi-monthly coalition meetings for legal service providers.
Total Percentage: 100%	Percentage of Essential and Marginal Tasks should add up accurately to 100%.

REQUIRED education, experience, qualities, or specialized training: The JV is required to have compassion, patience, and interview skills for interacting with clients, some of whom are struggling with mental health issues, addiction, developmentally disabilities, illiteracy, and trauma.

PREFERRED (not required) Education, experience, qualities, or specialized training: We prefer the applicant have previous training in issues surrounding domestic violence.

Is a driver's license and the ability to operate a vehicle required to perform the essential functions of the position? No

Specific physical and mental performing elements: While performing the duties of this position, the member is regularly required to sit and stand. The member must occasionally lift and/or move up to 15 pounds.

Equipment use: Computer and telephone will be used to accomplish tasks. Software is Excel and Word.

Special conditions of service and frequency: Office includes one staircase with elevator access.

Office dress code/attire: Staff members and volunteers wear clean business casual attire. Jeans on Fridays only. (Note: All JVs serving in AmeriCorps placements are expected to wear the AmeriCorps logo daily, on a pin, T-shirt, or jacket. JVs will be given these items at Orientation.)

Language requirements/preferences (other than English)

Target Language(s): Spanish

Language Level:*

Level	Preferred	Required
3 or 3+		X
4 or 4+	X	

*If we do not have an applicant who has the level of the target language that the position currently requires, **would you prefer to NOT host a JV in 2017-18, or would you prefer to re-work the position description to accommodate a JV with limited target language proficiency?**

No JV Re-work the position description

Programs participating in the JVC Northwest AmeriCorps Program will not discriminate in the selection and participation of AmeriCorps members based on race, color, religion, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of programs participating in JVC Northwest AmeriCorps, or any bona fide occupational qualifications.

PARTNER AGENCY APPLICATION DIRECTIONS

Please read the following directions for submitting the 2017-18 JVC Northwest Partner Agency Application. The directions have changed from last year, and the application form is still able to be completed in your web browser.

STEPS TO COMPLETE THE ONLINE APPLICATION

1. Read the rest of this manual, *and* read the [2016-17 Partner Agency & Site Supervisor Handbook](#).
2. [Go to the 2017-18 Partner Agency Application form](#).
3. The application form will open directly in your web browser. This is where you will complete and submit the form.
4. [You can save and return to the online form later](#).
 - **Your uploaded documents will not save, so please wait until you are ready to submit your application before uploading the forms.**
 - To save your online form, click the “Save” button on your web browser.
 - **You will see a web address you can use to access the form later.**
 - Please **save this web address** because JVC Northwest staff **will not** get a copy of it.
 - You can also **choose to have the web address emailed to you** – enter your email address.
 - If you want to **save again at a future time, you will have to re-save your form and get a NEW web address** to pick up where you left off.
 - You will only be able to access your saved application form for up to **28 days**.
5. Upload your JVC Northwest Position Description(s) as Word documents (.docx), [using the 2017-18 template](#). Please include your agency name and the position title in the file name. (Current 2016-17 partner agencies may upload the most recent position description.)
6. Upload your agency’s most recent audited financials.
7. If applicable, [upload your union letter](#).
8. When you are ready to submit the application, make sure you are connected to the internet, and then select the “Submit” button at the end of the form. The data in the form will be sent directly to JVC Northwest through our Formstack account. You will receive a confirmation email once your form has been received.
9. Your application is due by **midnight, November 28, 2016**.