



## HOST SITE FACT SHEET

### RefugeeRISE AmeriCorps 2018-2019

[www.refugeeriseiowa.org](http://www.refugeeriseiowa.org)

### Program Information:

**EMBARC** has been awarded an AmeriCorps State program through the Iowa Commission on Volunteer Service (ICVS) and the Corporation for National and Community Service (CNCS) to build work readiness and health knowledge in Iowa's refugee population. This fact sheet explains the program and how your organization can participate!

**Granting Agencies:** The Iowa Commission on Volunteer Service (ICVS) is a state agency and the Corporation for National and Community Service (CNCS) is a federal agency. Their mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

**Administrator:** EMBARC (Ethnic Minorities of Burma Advocacy and Resource Center) Iowa's first refugee-led social service provider with the culturally and linguistic capacity to serve the estimated 7,000 refugees from Burma. EMBARC serves refugee families in need, removes barriers, and advocates for solutions on a systemic level.

**About :** Over 55 RefugeeRISE AmeriCorps members will be integrated into a minimum of 10 communities across the state of Iowa. Member teams build workforce skills, health knowledge, and self-sufficiency of the refugee community by pairing one native English-speaking member with one refugee member.



## Program Goals:

1. Increase access for refugees to existing workforce development and health education programs
2. Build hard and soft skills through culturally and linguistically appropriate workshops
3. Serve refugees throughout Iowa by placing members at six partner host sites including rural areas with significant refugee populations
4. Leverage additional volunteers (half of whom will be refugees) who will be engaged in culturally and linguistically appropriate outreach, education, and community development in collaboration with a network of partners.
5. Increase engagement among Iowa's refugee communities in order to access benefits, expand services to un-served and underserved Iowa refugee populations, and provide service to their own communities.

## Applying to become a Host Site:

### Anticipated Timeline:

- **April 15** - Deadline for host site application
- **May 1** - Host sites notified of selection and number of members awarded
- **Sept 10** - Member start date.

### Host Site Selection Process

1. Interested organizations must complete the Host Site Application, and submit to the Program Director **by midnight on April 15, 2018**
2. Host site will be reviewed for suitability, capacity, and alignment with RefugeeRISE priority areas of Economic Opportunity and Healthy Futures.

The following factors will be considered: sound infrastructure and systems; ability to provide adequate supervision; member activities are allowable; quality of proposed service activities; cultural competency; community partnership; and other factors to further RefugeeRISE strategic goals.

3. Host sites will be notified of selection and number of members awarded by **May 1, 2018** and should begin recruiting immediately for potential members.
4. Host site fees or cost share will be due at the beginning of the grant year in **September 2018**.



## Cost Share:

- An estimated non-federal cash match of \$6,000 for (2) full-time member teams to help cover member living allowance and support costs. Amount prorated for half and quarter time members. The official amount will be announced with selection and determined by funding sources.
  - **Note:** If a site is unable to recruit a member or if a member exits early and is unable to refill the spot, that site forfeits its host site fee.
  - \*If an enrolled member is unable to complete their term of service and serves less than 30% of their total time, the position may be refilled according to AmeriCorps guidelines.

## Other Requirements

- Liability insurance that covers the RefugeeRISE AmeriCorps member while performing service on behalf of the agency.
- Sufficient resources and tools needed for member to perform their job effectively. This may include a desk, phone, computer, and other office supplies.
- Provide adequate supervision (5 hours per week per member) for the RefugeeRISE AmeriCorps members as outlined in the MOU.

## Member Recruitment and Requirements

**Recruitment:** Responsibility for recruitment will be shared between RefugeeRISE AmeriCorps and the designated host sites with primary responsibility on the host sites. RefugeeRISE program director will provide information and sample recruitment materials to assist in the recruitment process.

**Member Position/Duties:** Host sites will develop AmeriCorps member position' descriptions that outlines member duties for the Application. Proposed member description must address the AmeriCorps **Economic Opportunity and/or Healthy Futures Focus Area**. Host sites should blend the requirements with host site activities to fit their organization mission and program goals.

**Economic Opportunity** requirements include: service to economically disadvantaged individuals by recruiting, connecting, supporting and referring refugees to job training and skill development services. Services may include, but is not limited to ESL, HiSET, work readiness, and vocational training.



**Healthy Futures** requirements include: provide information, training and support on wellness, patient rights and responsibility, levels of care, nutrition, health care insurance, access, and benefits. Services may include, but is not limited to, community workshops, nutrition, basic health education and support.

Examples of member duties:

- Gather information on refugees' barriers and unmet community needs by conducting informal focus groups, contacting stakeholders, and through outreach and public awareness activities
- Develop and deliver workshops and trainings around public transportation, financial literacy, enrollment in public assistance programs, and interviewing skills
- Create resources that are culturally and linguistically appropriate and disseminate information from focus groups/stakeholders
- Provide counsel, referrals and assistance through small group workshops, one on one advising, and referrals
- Identify refugee community leaders and promote their skill development through volunteer opportunities

*Note: members are not allowed to perform clerical work unrelated to their project goals or replace paid staff.*

**Volunteer Recruitment:** Members are required to recruit and utilize a combined total of 300 volunteers (half of whom must be from the refugee community).

**Member Professional Development:** Members must also identify and work toward professional goals as part of the RefugeeRISE AmeriCorps program. Each member can request a mentor through RefugeeRISE to meet with them and provide coaching specific to their goals.

### **Reporting and Performance Measurement**

Performance measure activity logs will be due monthly. Information about any additional reporting requirements will be communicated to host sites in writing. Timesheets will be required for members biweekly and supervisors monthly. Site seeking additional approval to share data should communicate with RefugeeRISE staff right away.

### **Monitoring**

EMBARC and the ICVS require periodic monitoring of host sites. This includes human resources, member activity, and other monitoring to ensure program compliance. Host sites will be informed before formal monitoring or auditing visits.