

# AmeriCorps ACCESS Partnership Application 2010-11

Agency Name: Family Violence & Rape Crisis Services Date: 5-5-10

Street Address PO Box 1105

Pittsboro, NC Chatham 27312  
City County Zip

Agency Website: www.fvrc.org

Contact Person: Jo Sanders Co-Executive Director  
Name Title

jo@fvrc.org 919-542-5445 919-542-6414  
E-mail address Phone Fax

Please give **a brief description** of the services provided by your agency.

We provide counseling, crisis intervention, 24-hour crisis line, court and hospital-based advocacy, information, referral, support groups and children's services to victims of domestic violence and sexual assault. We provide community outreach, education and prevention program, batterer intervention services and displaced homemaker services.

Please indicate the number of AmeriCorps positions your agency is applying for:

FT (1700 hours) 1 PT (900 hours) 1 Reduced Part time (675 hours)     Pro. Corps (1700 hours)      
(\$5600 cash match) (\$2800 cash match) (\$2240 cash match) (no cash match required)

Has your agency been an AmeriCorps ACCESS Project Partner Agency in the past?

Yes  No

If YES (Continuing Partner Agency):

1. How many years has your agency been our partner? 9

2. For the 2009-10 program year, has your agency been submitting reporting documents to the AmeriCorps ACCESS Project in accordance with established deadlines?  Yes  No

If your answer is **NO** to #2, please provide a brief explanation and tell us your agency's plan to ensure that all reporting documents will be submitted to ACCESS by the established due dates for the 2009-10 program year.

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If NO (New Prospective Partner Agency):

1. AmeriCorps ACCESS Partner Agencies are required to submit monthly and quarterly reporting documents.

Are you able to **fully commit** to submitting documentation by the established deadlines?  Yes  No.

If No, Explain: \_\_\_\_\_

Is your organization funded by the federal government?  Yes  No  Partially funded

If NO or you are partially funded by the federal government, please list your (other) funder(s):

State of North Carolina, Chatham County, Chatham County United Way, Local individual donors,

local churches, thrift store, program fees

Note: We are required to document in kind support from partner agencies, but it cannot be federal funds. If you receive federal funds we will follow up with you to determine in-kind documentation procedures.

# AmeriCorps Member Service Description for 2010-11 Program Year

Please complete one form per each member position your agency is requesting to host.

Agency name: Family Violence & Rape Crisis Services

Position/Title for AmeriCorps member: Bilingual Shelter Assistant Service term: 09/01/10-08/31/11

When an applicant is awarded the position, fill in: Member Name: \_\_\_\_\_

**Please check the position type:**

FT (1700 hours) \_\_\_\_\_ PT (900 hours) x Reduced Part time (675 hours) \_\_\_\_\_ Pro. Corps (1700 hours) \_\_\_\_\_

Mailing address for member: \_\_\_\_\_ **NC** \_\_\_\_\_  
(If different from agency) Street address City Zip Code

Info. where member can be reached: 919-542-0456 \_\_\_\_\_ 919-542-0670 \_\_\_\_\_  
Phone Extension Fax

Member's supervisor: Jean Kilpatrick \_\_\_\_\_ Shelter Director \_\_\_\_\_  
Name Title  
jean@fvrc.org \_\_\_\_\_ 919-542-0456 \_\_\_\_\_  
E-mail address Phone Extension

Member's Supervisor's Supervisor: Jo Sanders, Co-Executive Director \_\_\_\_\_  
Name & Title  
jo@fvrc.org \_\_\_\_\_ 919-542-5445 \_\_\_\_\_ 313 \_\_\_\_\_  
E-mail address Phone Extension

**Please list the job responsibilities of the AmeriCorps member:**

- Assist Spanish-Speaking shelter residents
- Evaluate and improve accessibility of shelter accommodations and information for Spanish-speaking victims
- Assist with general shelter maintenance and management responsibilities as part of the shelter team
- Increase cultural sensitivity of shelter staff by providing information and training
- Provide outreach and awareness of shelter services to the Latino community
- Document services provided
- Participate in Chatham Latino Collaborative
- Answer crisis line

Office hours: Monday Tuesday Wednesday Thursday Friday Saturday Sunday  
To be negotiated as mutually agreeable \_\_\_\_\_

**Please list qualifications for this member position:**

- 17 years of age or older, legal permanent resident or US citizen, spoken and written English proficiency
- High School Diploma or GED by end of program year
- Computer skills
- Fluency in Spanish
- Valid NC Driver's License
- Commitment to ending domestic and sexual violence
- \_\_\_\_\_

## AmeriCorps Member Service Description Continued...

**Agency name:** Family Violence & Rape Crisis Services

**Position/Title for AmeriCorps member:** Bilingual Shelter Assistant      **Service term:** 09/01/10-08/31/11

**Please respond below about the essential functions for this position** as they relate to General Physical Requirements, Physical Activities, Visual Acuity, and Working Conditions. Please contact the ACCESS Project with any questions about this section.

**Essential functions** are the fundamental job duties:

- meaning the position exists to perform the function;
- there is a limited number of employees among whom the performance of the function can be distributed;
- and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.

The Americans With Disabilities Act of 1990 (ADA) and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified; an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary.

**GENERAL PHYSICAL REQUIREMENTS:** Please check ONE description of general physical requirements for this position.

Sedentary work     Light work     Medium work     Heavy work     Very heavy work

**PHYSICAL ACTIVITIES:** Please check ALL physical activities that apply to the essential functions of the position.

Climbing     Stooping     Kneeling     Crouching     Reaching     Standing     Walking     Pushing

Pulling     Lifting     Fingering (typing)     Hearing     Talking     Repetitive Motions

Other: \_\_\_\_\_

**VISUAL ACUITY:** Please check required visual activities.

Computer work     Driving     Other: \_\_\_\_\_

**WORKING CONDITIONS:** Please respond about the conditions the worker is subject to in performing the essential functions of the position.

The worker is NOT substantially exposed to adverse environmental conditions (such as a typical office environment).

Other: \_\_\_\_\_

**Please use the space provided below to include any additional details about this position:**

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