

Member Signature adopts the position description as part of the MSA.



CAC AmeriCorps

Position Description

Counseling Clinic Coordinator



Dates of Service: August 16, 2021 – December 3, 2021 (~20 hours/week)

January 10, 2022 – April 30, 2022 (~20 hours/week)

Partner: Carson-Newman University

Location of Service: 1646 Russell Ave, Jefferson City, TN 37760

Supervisor: Ashley Bryant Cheney, Administrative Assistant

About CAC AmeriCorps Community Action Fellows:

The Community Action Fellows (CAF) program assists with pandemic recovery efforts by tackling learning loss in education, food insecurity, and the broader effects of COVID-19 in East Tennessee. Unlike our more typical, full-time AmeriCorps assignments, CAF members will serve 300-hour terms to be fulfilled within 16 weeks (at approximately 20 hours/week) or 32 weeks (at approximately 10 hours/week). CAF members may serve up to 600 hours per year and up to eleven terms for education award eligibility.

Established in 1994, CAC AmeriCorps is a proud AmeriCorps subgrantee that combines elements of traditional conservation practice with community action that informs our service and places it in the broader context of East Tennessee. Our AmeriCorps members improve public lands, educate the public, address pressing human needs, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in the region we call home through enduring acts of service.

Organization Overview:

The mission of [Carson-Newman Graduate Studies in Counseling](#) program is to provide high quality training and curricular experiences to graduate students who have a passion for service, leading to eligibility for licensure as a professional counselor in mental health and PK-12 school settings. The C-N Center for Community Engagement empowers students to become active members of their communities, mindful servant-leaders, and dedicated agents of social change. The free mental health clinic would mostly serve students of Carson-Newman and the surrounding community in Jefferson County. However, services would not be limited to residency in this county. Other counties that might be served would include Hamblen, Grainger, and Sevier counties.

Position Description:

The AmeriCorps member will be responsible for a variety of duties, including developing and coordinating the new Graduate Counseling Training Clinic under the direction of GSC faculty and staff, conducting client intake interviews, scheduling and counseling clients, maintaining client records and

research data, working closely with Counseling Department faculty and staff to ensure clinic development, and coordination of services. All members will receive an orientation, participate in weekly supervision, and receive regular feedback from faculty and staff.

Working with counseling faculty, this AmeriCorps member will develop relationships with mental health organizations in the community. The AmeriCorps member will learn how to complete a needs assessment, develop a community-based program, coordinate with stakeholders and community partners, and research grant opportunities. This is a great opportunity for a student interested in community mental health services.

Minimum Qualifications:

Education

Minimum CAC AmeriCorps Qualifications:

- All CAC AmeriCorps positions require, at minimum, that our members be at least 18 years old at the start of service; have completed high school or received a GED; and be a U.S. citizen, national, or lawful permanent resident.

Position Expectations & Requirements:

Minimum CAC AmeriCorps Expectations

- CAC AmeriCorps Community Action Fellows are required to attend an orientation at the start of service.
- CAC AmeriCorps Community Action Fellows are required to serve a part-time schedule in accordance with their specific service term assignment, which is approximately 20 hours/week for 16 weeks or approximately 10 hours/per week for 32 weeks.
- CAC AmeriCorps Community Action Fellows are required to wear AmeriCorps branded uniform gear and appropriate safety equipment during service.
- CAC AmeriCorps Community Action Fellows are required to make their way to and from their service site reliably, and in a timely manner.
- CAC AmeriCorps Community Action Fellows are required to serve effectively both independently and within the context of a team.
- CAC AmeriCorps Community Action Fellows should be capable of taking direction and performing their service with relative independence, with site supervision provided on a weekly basis in either a one-on-one or group setting and intermittent contact from the CAC AmeriCorps office.

Site Preferences:

- Knowledge of and experience in clinical counseling.
- Ability to lift up to 10 lbs and to travel between various campus buildings as needed. NOTE: Consideration and accommodations will be given to applicants with disabilities.
- Culturally competent and capable of exercising discretion and honoring confidentiality.

Member Benefits Include:

- A modest living allowance of \$3,300 distributed bi-weekly at \$412.50 (pre-tax), paid over 16 weeks or \$206.25 (pre-tax) over 32 weeks.
- Education Award of \$1,342 that can be applied to student loans and/or future education expenses.
- Worker's Compensation
- May be eligible for Supplemental Nutrition Assistance Program (SNAP). In-house SNAP benefits specialist available to aid in determining eligibility.
- May be eligible for utility bill assistance. In house specialists available to assist with determining

eligibility.

- Professional development and networking opportunities.
- Optional opportunity to enroll concurrently in Carson Newman MBA in Nonprofit Leadership

Equity and Inclusion: The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that members and employees are treated equally without regard to race, color, national origin, sex, gender, romantic/sexual orientation, 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 recruitment / employment process.



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