



JVC Northwest Pilot Program 2021-22 Partner Agency Application

Agency Physical Address	
Street Address	
Street Address 2	
City	
State	
Zip	
Agency Mailing Address (if different from physical address)	
Street Address	
Street Address 2	
City	
State	
Zip	
Agency website	
Agency Description, including Mission and Equity Statements	
Agency Head	
First Name	
Last Name	
Pronouns	
Title	
Phone	
Email	

Organizational Capacity and Structure

What is your agency's tax status? (Note: JV AmeriCorps members may only serve at not-for-profit organizations.)	
Does your agency host additional AmeriCorps members (not from JVC Northwest)?	<input type="radio"/> Yes <input type="radio"/> No
Does your organization host additional full-time volunteers (i.e. Lutheran Volunteers, Quest, Mennonite Volunteers, etc.)?	<input type="radio"/> Yes <input type="radio"/> No
Union Involvement Does your agency have a union?	<input type="radio"/> Yes <input type="radio"/> No

Insurance and Financial Information

JVC Northwest's insurance carrier has asked that all partner agencies indicate to us that they carry liability insurance to cover the JV AmeriCorps member while the JV AmeriCorps member is on-site. (If we approve your application to host a JV AmeriCorps member, you will need to send a certificate of liability from your insurance carrier to JVC Northwest by July 23, 2021.)

Liability Insurance	<input type="radio"/> Yes <input type="radio"/> No
What is your maximum coverage?	

Financial Health and Documentation

Agency Income	
Agency Expenses	
Agency Change in Net Assets	

For this Pilot Program, we will continue with our tiered placement fee structure based on number of years of partnership by JV position as we do in the residential JV Program. All partners in this Pilot Program will begin in Tier 1 as this is the first year of participation in this program. Tier 1 is a first-year position, Tier 2 is a second-year position, and Tier 3 is a position in year three or beyond.

We have been informed by AmeriCorps that the Living Allowance provided to JVs will increase by almost 6% to \$15,100 for the upcoming 2021-22 program year. At this point, we anticipate having similar increases in our placement fees. As always, our costs are dependent on renewed AmeriCorps funding. Additionally, Partner Agencies pay a \$140 retreat fee and pay for the JV AmeriCorps members' transportation to their permanent residence or new residence at the end of the service year. JVC Northwest cannot fully accept your agency as a partner site until a definite commitment is made to provide for the financial obligation.

2021-22 Program Year Financial Commitment \$13,905.00 + travel and retreat fees up to \$800	Our agency can commit to the estimated cost of a JV/ AmeriCorps member (this includes the estimated placement fee, end of year travel costs, and retreat fees). Our agency cannot make a financial commitment at this time (please elaborate below).
Is this money budgeted or will it be raised during the year?	<input type="checkbox"/> Budgeted <input type="checkbox"/> Raised during the year
Will any part of the placement fee of the JV AmeriCorps member be paid for by any public (federal, state, county, municipal, etc.) funds? (Funds received from private individuals and foundations are not public funds.)	<input type="radio"/> Yes <input type="radio"/> No

Statement of inability to make a financial commitment (if applicable).

Billing Contact Information

Billing Contact

First Name

Last Name

Pronouns

Title

Phone

Email

Program Information

Program Name

Street Address

Street Address 2

City

State

Zip Code

Program Phone

Program Web Site

Number of JV AmeriCorps
members requested

Number of paid staff in the program where
the JV AmeriCorps member will serve

Using narrative and statistics, tell us about the program in which the JV AmeriCorps member will serve. Explain the services your program provides.

Program Lead

First Name

Last Name

Pronouns

Title

Phone

Email

Compliance, Supervision, and Training

Please note that the following are required of all JVC Northwest partner agencies:

1. Participate in the mandatory, annual JVC Northwest Site Supervisor Training Webinar in to be scheduled in July or August 2021 prior to the start of the service year.
2. Return the signed Site Supervisor Contract by July 23, 2021 (prior to JV Orientation).
3. Provide training on appropriate site safety and emergency procedures, roles and boundaries, and leave time policies as a part of agency orientation.
4. Provide a site supervisor who will facilitate close supervision including weekly meetings with the JV AmeriCorps member for the entire service year.
5. Meet with your Program Coordinator in the fall of 2021. During part of this meeting, your JV will be included.
6. Participate in a local (city-wide) meeting with other JVC Northwest site supervisors and your Program Coordinator during the winter.
7. Facilitate initial placement assessment, mid-term evaluation, and end-of-term evaluation of the JV AmeriCorps member.

More information about the responsibilities of the partner agency and site supervisor will be available in the JVC Northwest Partner Agency Handbook.

Training: Please outline your plan for the training or professional development that the JV AmeriCorps member will receive throughout the year.

Onboarding and Orientation: Please outline your plan for welcoming and orienting the JV AmeriCorps member to your agency/program.

Supervision: JVC Northwest requires a supervisor to be responsible for the JV AmeriCorps member's service performance, and to provide direction and support in fulfilling their service. We expect that Supervisors and JV AmeriCorps members will meet 1-on-1 on a weekly basis. How will supervision be provided and how frequently?

JVC Northwest is working to advance equity and inclusion at all levels of our organization including our partnership with agencies also engaged in this work. With this understanding please describe the equity, antiracism, and/or anti-oppression training provided for the JV AmeriCorps member, including topics and length (in hours). Also include any equity statements or equity lenses your agency/program uses for decision making or other strategic planning.

Will you train the JV AmeriCorps member to respond to potential disasters such as fire and earthquake should they occur during service?

Yes

No

AmeriCorps Requirements

JVC Northwest is a National Direct AmeriCorps program, and the majority of our placements are AmeriCorps eligible. In addition to the duties outlined above, the JVC Northwest AmeriCorps supervisors are required to:

1. Be familiar with and comply with AmeriCorps provisions and responsibilities outlined in the JVC Northwest Partner Agency Handbook.
2. Approve JV AmeriCorps member's service log via online OnCorps reporting system.
3. Help JV AmeriCorps members collect, track, and submit capacity building data for AmeriCorps grant. Participate in three half-hour recorded trainings and complete assessments in conjunction with AmeriCorps' member capacity building project.
4. Assure that JV AmeriCorps members and any volunteers they recruit are not engaging in prohibited activities, which include but are not limited to advocacy and religious instruction.

More information about the responsibilities of the partner agency and site supervisor with regard to AmeriCorps will be available in the JVC Northwest Partner Agency Handbook.

Are you willing to act in accordance with the requirements to host an AmeriCorps member in the JVC Northwest AmeriCorps program?

Yes, I agree to act in accordance with AmeriCorps requirements

Position

This is your opportunity to recruit your organization's ideal candidate. JVC Northwest will share the position description with JV AmeriCorps applicants in order to attract applicants interested in serving with your agency. AmeriCorps position descriptions will be audited; so please remember that AmeriCorps positions cannot duplicate, substitute for, or displace paid staff OR volunteer positions, and cannot include any prohibited or unallowable activities.

Program

Position Title

Locale

JV AmeriCorps member phone number while at service

Site Supervisor

First Name

Last Name

Pronouns

Title

Phone

Email

Position Purpose

JVC Northwest relies on the following information in order to educate funders and other partners of the need for JV AmeriCorps member to support the mission of your organization. Please provide narrative descriptions and statistics that are as thorough and accurate as possible.

What is the PRIMARY issue/role the JV AmeriCorps member will be focused on?

What OTHER issues and roles will the JV focus on? (Please select between 1-3.)

- Ability/Disability Resources
- Arts and Multimedia
- Criminal Justice/Incarceration
- Disaster Services
- Domestic Violence Intervention/Prevention
- Education (Community)
- Education (K-12 School)
- End of Life Care
- Environmental Stewardship
- Family Services/Abuse Prevention
- Financial Services
- Food and Hunger
- Health and Health Education
- HIV/AIDS
- Homelessness/Housing Services
- Legal Services
- Mental Health

Refugee and Immigrant Services Social Services Substance Addiction/Recovery/Prevention Teen/ At-Risk/Opportunity Youth Services Women's Shelter/Program	
What populations will be served in this role? (Select all that apply.)	
Children and Families Immigrants and Refugees Current or formerly incarcerated Indigenous Communities Individuals with physical or intellectual disabilities Latinx communities LGBTQIA2S+ communities Seniors/Elders Survivors of DVSA Teens/At-Risk/Opportunity Youth Individuals experiencing housing instability and/or homelessness Individuals with mental illness Other	
Describe your compelling need for the JV position – what are the INTENDED IMPACTS of having a JV AmeriCorps member serving in this program?	
How will the JV position(s) be unique within your organization? If this is not a new role within your organization, how have these services been provided in the past?	
Approximate the unduplicated number of people the JV AmeriCorps member will directly serve or accompany, annually, in social service and advocacy agencies. Please provide one estimated number (not a range). This is not the same as the number served by the entire program or agency. Please be as accurate as possible, as we rely on this number for grants, targets, and development. What is the unduplicated number of clientele served, per JV AmeriCorps member?	

Position Description

Describe position in 3-4 sentences. This brief description will be used on our website. **Prospective JVs seek out and review this information first and foremost in making the decision to apply.** This description should be as specific and compelling as possible.

Address(es) where service will be performed:
This JV will serve clients from the following counties:

The Jesuit Volunteer program has limits on when and how long JVs may serve to satisfy funder requirements, foster JV well-being, and allow for JVs to participate in other aspects of the program.

Yes, I acknowledge the JV AmeriCorps member will participate in direct service for 32-40 hours/week on a consistent schedule, about 8 hours a day, and have at least two consecutive days off per week.

Position Duties and Tasks

In the following areas, 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% and no single task over 70% of the allotted time. In the "Task" section include a category and brief description of the task(s).

Essential Tasks – the tasks or duties that are fundamental and critical to the performance of this position.

<i>Example Task</i>	<i>Example Task Time Percentage</i>	<i>15%</i>
<i>Two drop-ins per week, the JV AmeriCorps member will engage with youth at drop-in meals. This includes providing them with basic services, such as food, clothing, hygiene supplies, etc., as well as having in-depth conversations with them about their situations and what sort of resources they may access. This is an important time for making referrals to other agencies/organizations in the county. Drop-in meals also provide an opportunity for programming that engages youth.</i>		

(Other essential responsibilities: 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.)

Marginal Tasks - activities seldom or intermittently performed. The position doesn't exist to perform these tasks and their removal wouldn't fundamentally alter the nature, purpose, or result of the essential tasks.

Essential Task #1	Essential Task #1 Time Percentage	
Essential Task #2	Essential Task #2 Time Percentage	
Essential Task #3	Essential Task #3 Time Percentage	
Essential Task #4	Essential Task #4 Time Percentage	

Essential Task #5	Essential Task #5 Time Percentage	
Marginal Task	Marginal Task Time Percentage (max 10%)	

Percentage of essential and Marginal Tasks should add up accurately to 100%.

A Day in the Life of the JV/AmeriCorps Member:

We know every day is different and that JV roles often shift with the seasons. That said, please describe a composite, hypothetical day in the life of your JV/AmeriCorps member(s). What activities might the JV/AmeriCorps member be involved with? Who might work with the JV/AmeriCorps member, and who are some of the key clients the JV might accompany day-to-day? (Please do not use real names.) How much time might they spend collaborating and meeting with their supervisor or mentor? Please use about 300 words.

Daily Commute

Is the JV placement site accessible by public transportation?	<p>Yes</p> <p>No</p>
Additional information about JV commuting and accessibility: (e.g. agency-sponsored carpools, locker rooms for bicycle commuters, etc.)	

Education, Experience, Qualities, or Specialized Training

Education Requirements	
If we do not have an applicant who has the level of education that the position currently requires, would you prefer to NOT host a JV during the coming program year, or would you prefer to re-work the position description to accommodate a JV with a different education level?	<p>No JV</p> <p>Re-work the position description</p>

Driver's License and Vehicle Operation	
Is a driver's license required to perform the essential functions of the position?	<p>Yes</p> <p>No</p>
If yes, does the license need to be issued from a particular state?	<p>Yes</p> <p>No</p>
State of Issue Requirement	

What vehicle will be used?	
----------------------------	--

Certifications

Will the JV AmeriCorps member be training in First Aid/CPR/AED?	
Will this JV AmeriCorps member be a mandatory reporter?	
Are there other certifications that the JV will receive as on-boarding/training?	
Specific physical and mental performing elements (e.g., lifting and carrying 20-40 pounds, frequent bending or kneeling, standing for long periods of time, climbing ladders; organizing and coordinating schedules, analyzing and interpreting data, problem-solving, or communicating with the public):	
Equipment use (machines, tools, electronic devices, communication devices, software, and other tools typically used to accomplish the tasks of this position, e.g., frequent use of the telephone and computer, occasional use of the copier, or rare use of the van):	
Special conditions of service and frequency (if any) (e.g., isolated locale, includes daily climbing up and down two staircases (no elevator), potentially chaotic environment, outdoor all-weather service, etc.):	
Office dress code/attire: (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 and Preferences

We will ask JVs to assess their language abilities using this [self-reporting instrument](#). Use the same instrument to determine your agency's need for a language skill other than English. 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 below. If a language other than English or Spanish is required, please note that in the Additional Languages Section below (indicate language and level).

Required Language		Level	
Preferred Language		Level	
Additional Languages and Level Preferred or Required (e.g.: Russian, preferred 3+, required 2+)			

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 during the coming program year, or would you prefer to re-work the position description to accommodate a JV with limited target language proficiency?

No JV

Re-work position description

Submission of Application

Thank you for applying to host a Jesuit Volunteer in JVC Northwest's 2021-22 Pilot Program.

JVC Northwest is committed to racial equity, inclusion, and justice. The call for equity and inclusion stem from and are intrinsically linked to our mission as a Jesuit Catholic organization. Programs participating in the JVC Northwest AmeriCorps Program will not discriminate in the selection and participation of JV/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. Read JVC Northwest's full equity statement on our [website](#).

First Name

Last Name

Title

Phone

Email

Signature

Date

With your application, please submit to accassist@jvcnorthwest.org your organization's:

- Statement of Financial Position
- Statement of Activities, also known as a Profit and Loss Statement