



AmeriCorps Member Position Description

Position Title: AmeriCorps Trans Care Coordinator

Service Location: Jean Yawkey Place – 780 Albany Street, Boston, MA 02118

Content Supervisors: Yesenia Mejia, Program Coordinator, ymejia@bhchp.org
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Mission: The mission of Boston Health Care for the Homeless Program (BHCHP) is to ensure unconditionally equitable and dignified access to the highest quality health care for all individuals and families experiencing homelessness in our community.

Service and Impact Summary: The AmeriCorps Trans Care Coordinator will provide care coordination to BHCHP patients, who identify as transgender or gender diverse, with the goal of improving patients' overall health, well-being, and quality of life. For those patients who are already connected with a dedicated Case Manager the Trans Care Coordinator will not take on primary Case Management duties but will coordinate with the existing Case Manager to assist with any gender-affirming patient needs. In their capacity as the Trans Care Coordinator the member will be responsible for making referrals, finding resources, assisting patients with applications or enrollment steps, accompanying patients to external appointments, and participating in other projects as yet undefined. Additional duties include entering necessary information into the electronic medical record and maintaining close communication with case managers and clinical staff, as needed. In addition to these core responsibilities, the Member will fulfill marginal functions around patient education, managing volunteers, training, service projects, and data reporting. The AmeriCorps member will not provide health services related to prohibited items.

These AmeriCorps member service activities and functions do not duplicate or displace BHCHP employees or volunteers, and are contingent on continued funding from Massachusetts Service Alliance and the Corporation for National and Community Service.

TG Care Coordinator Essential Functions:

- Assist with logistics and facilitation of patient-focused weekly groups
- Serve as point person for name and gender changes by accompanying clients to court, Social Security and/or the RMV
- Support community Pride events
- Take a lead role in planning patient activities for Boston's Transgender Day of Remembrance
- Coordinate BHCHP's presence at First Event, one of the oldest and largest transgender conferences in the world



- Take lead in planning transgender health fairs
- Update timekeeping system and Epic regularly to document hours and patient encounters respectively
- Contribute to Quality Improvement efforts

Marginal Functions:

- Provide health education, particularly around tobacco cessation, healthy eating, cancer screenings, and overdose prevention, to patients either one-on-one or in groups
- Develop health education materials, as necessary, including bulletin boards, flyers, handouts, brochures, etc.
- Attend city wide meetings as a BHCHP representative to build/maintain collaborations and stay informed on transgender care and services
- Organize health fairs individually or in collaboration with the team
- Facilitate volunteer groups on a rotating basis
- Participate in required trainings and service projects
- Participate in fundraising efforts to support Member-run patient education/support programs

Qualifications:

- Must be 18 years of age or older, as required by BHCHP
- Must have a High School diploma or GED
- Must be a US Citizen, US National, or Permanent Resident Alien
- Experience with/or interest in volunteerism and community engagement
- An understanding of multicultural issues, substance use, mental health and the complex health problems of patients experiencing homelessness
- Bilingual Spanish is preferred

Commitment requirements:

It is anticipated that the 2023-2024 year of service will begin September 5, 2023 and run through July 26, 2024.

The time requirement for this position is a minimum 40 hours/week; 1,700 hours required by the end of the term of service. The Member must serve for the length of program and meet the minimum hours served requirement to successfully complete their service year. Exact service hours will depend on the service location and assigned projects. Anticipated schedule of Monday – Friday 8:30 am – 5:00 pm, with occasional 11:00am – 7:00pm shifts, and rotating Saturdays.

Benefits:

For a 10 month full-time commitment and minimum of 1,700 hours of AmeriCorps service, members may be eligible to receive:

- A taxable living allowance of up to \$29,000



- Loan forbearance
- If eligible, taxable Segal AmeriCorps Education Award of up to \$6,095 upon successful completion of service
- Health benefits
- Child care benefits, if eligible
- Training and professional development opportunities
- Transportation stipend

BHCHP is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation, gender identity, or expression, or veteran status. BHCHP welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.