

## 2025-2026 Utah Healthcare Corps Host Site Application

The Utah Healthcare Corps (UHC) AmeriCorps Program is accepting applications for organizations in Utah to serve as AmeriCorps host sites.

Hosting an AmeriCorps member is a low-cost option that provides your organization with extra people power. This extra support can enhance and extend your organization's capacity by supporting community health and well-being programs and initiatives. Members can provide a variety of direct service activities to support your organization's mission. Primary member responsibilities may include:

- Establishing trusting relationships with patients and their families to help them become more engaged in their health
- Conducting intake interviews with patients utilizing motivational interviewing and health coaching, and enrolling and/or referring patients into applicable health and community resources
- Following-up with patients via phone calls, home visits, and visits to other settings where patients can be found
- Working closely with clinical teams to ensure that patients have comprehensive and coordinated care
- Documenting patient activities and outcomes in appropriate databases
- Attending team meetings as assigned to discuss progress, successes, and challenges related to the position
- Other duties as assigned by clinic or supervisors, which must be in accordance with AmeriCorps terms and conditions

Our program has a goal of 100% enrollment and 100% retention over the grant year. **A key element to our success is the dedicated support and supervision that members receive at their host site. UHC members serving as patient advocates will serve at least 23.5 hours per week during their term of service, and UHC members serving as MSW interns will serve at least 12 hours a week.** Host sites are essential in helping us meet our recruitment and retention goals, along with providing members with enough direct service activities to serve the minimum amount of hours/week.

It is critical that site supervisors are prepared to spend time and energy ensuring members are set up for success at their site. Like a new employee, AmeriCorps members will need training, goal setting, regular weekly communication, and flexibility to perform their service duties well and accomplish goals for the host organization.

**PLEASE NOTE:**

- Before reviewing this application, please review the UHC AmeriCorps Program Information document. This document provides important information regarding the program and will be referred to in the application.
- Due to federal AmeriCorps policies, there are certain eligibility criteria host site organizations must meet to host an AmeriCorps member. Please review “Part 5: Host Site Checklist” on this application for more information.

**Host Site Application Timeline:**

- Host site application sent out: May 20
- Host site application due: June 7
- Host sites will be notified and provided with position listing template by: June 17
- After site position listing is approved, sites may start interviewing UHC applicants.

UHC member resumes are accepted year-round; however, cohorts start in January, May, and September.

Service Term Start-End Dates	Member Interviews	Onboarding
September 2025 – June 2026	June – July	August
January 2026 -October 2026	October – November	December
May 2026 – February 2027	March – April	April

**Applicants Will be Considered Based on:**

1. Completed all parts of the application
2. Demonstrated community need
3. Demonstrated alignment with UHC AmeriCorps mission
4. Proposed appropriate member direct service activities
5. Demonstrated ability to meet the requirements as noted in the Host Site Checklist
6. **FOR RETURNING HOST SITES ONLY:** Reviewing the host site’s past success and performance (such as past recruitment success, member performance and feedback, timely reporting, communication, etc.)

Questions about the program, application, host site eligibility or requirements, member activities, application timeline, etc. can be directed to Sarai Dickerson-Hernandez at [sarai@auch.org](mailto:sarai@auch.org).

***Due dates, cash amounts, and program goals may change at the request of the funder.***

### **UHC AmeriCorps Host Site Application**

#### **Application Requirements:**

- PART 1: Application information
- PART 2: Member service terms
- PART 3: Member proposed activities
- PART 4: Narratives
- PART 5: Host Site Checklist
- PART 6: Signature. Applicants have the option of “e-signing” their application by typing the first and last name of the submitter.
- Completed applications can be submitted either in Word or PDF and sent to Sarai Dickerson-Hernandez at [sarai@auchl.org](mailto:sarai@auchl.org). If unable to submit your application by email, please contact Sarai to discuss an alternative submission.
- UHC member applications will be received on a rolling basis; however, cohorts have designated start dates in January, May, and September.
  - Specific start dates are to be determined and will be communicated through email closer to cohort interview dates.

#### **PART 1: APPLICATION INFORMATION**

<b>Organization Name:</b>	
<b>Contact Person:</b>	
<b>Address (Street, City, State, Zip):</b>	
<b>Phone number and email address:</b>	
<b>Name of selected site supervisor. Please write “unknown” if unknown at this time.</b>	

If supervisor is the same as the contact person above, leave this blank.	
Site supervisor phone number and email address. Please write "unknown" if unknown at this time. If supervisor is the same as the contact person above, leave this blank.	

	Yes	No
Has your organization hosted a UHC AmeriCorps member in the past?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, are you requesting an AmeriCorps member to continue an existing or previous project that a past AmeriCorps member has supported?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what year(s) has your organization hosted a member?		

## **PART 2: THE NUMBER OF REQUESTED MEMBER(S)**

Please indicate the number of members being requested\_\_\_\_\_

**\*Please note that there is a \$3,000 deposit required for each member requested.**

## **PART 3: MEMBER ACTIVITIES:**

Please refer to member position description. Provide a list of proposed activities the member will complete throughout their term of service.

- 1.
- 2.
- 3.

## **PART 4: APPLICATION NARRATIVES:**

**Please answer the following narrative questions:**

What are your organization's mission and vision statements?

1. The member service activities must align with at least one of the four UHC focus areas. Select the focus area the proposed member service activities will align with (check all that apply):

<input type="checkbox"/>	Health equity and social determinants of health
<input type="checkbox"/>	Access to services and reducing barriers to care
<input type="checkbox"/>	Behavioral health (mental health and substance use disorder)

2. Brief description of the project(s) and workflow(s) the AmeriCorps member will support.

3. What population does your project intend to serve? Describe the community you serve, their demographics, geographical location, etc.

4. Explain why this population is underserved or their needs are not being met and how your proposed project aligns with the AmeriCorps program priority of health equity.

5. Are the proposed member activities addressing identified community needs? Please explain.

6. Please include any additional information you would like to be considered about your organization.

## **PART 5: HOST SITE CHECKLIST:**

Please complete the checklist below. If you answer “no” to any questions or have questions or concerns, please contact Sarai Dickerson-Hernandez at [sarai@auch.org](mailto:sarai@auch.org).

Yes	No	Question
<b>Organization-specific:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Your organization is eligible to apply as an AmeriCorps host site and is one of the following non-federal entities listed below. <ul style="list-style-type: none"><li>• Federally Recognized Indian Tribes</li><li>• Educational Institutions</li><li>• Governments Agencies</li><li>• Nonprofit Organizations</li><li>• Community-based Organizations</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	Your organization has a physical office location that the member can report to (either on a day-to-day basis and/or a hybrid format)
<input type="checkbox"/>	<input type="checkbox"/>	Will your organization provide opportunities for the AmeriCorps members to receive an orientation to site-specific policies, procedures, and curriculum, and site-specific training opportunities? Please outline your orientation plan in the designated space below.
<input type="checkbox"/>	<input type="checkbox"/>	Will your organization allow the integration of the AmeriCorps member as part of the site staff team, invite the AmeriCorps member to attend staff meetings and trainings, and ensure that participating staff understand the role of the AmeriCorps member and the goals of the UHC AmeriCorps program? Please be mindful of including members as part of a team while not violating the AmeriCorps rules of non-duplication and displacement (see Attachment C).
<input type="checkbox"/>	<input type="checkbox"/>	Will your organization provide the AmeriCorps member with adequate workspace, including access to a workstation, computer, phone with voicemail, filing space, internet access, printer, access, incidental office supplies, printer costs, and materials? If necessary, will you provide the member with essential items and accommodations needed to perform the service via hybrid service format (i.e., due to COVID-19 safety practices and procedures, host site organization policies and procedures, etc.)?
<b>Supervisor-specific:</b>		

<input type="checkbox"/>	<input type="checkbox"/>	Will your organization have a dedicated, on-site host site supervisor who meets, at minimum, on a bi-weekly basis with the UHC AmeriCorps member to oversee activities, provide training, oversight, support, mentoring, and approve service hours?
<input type="checkbox"/>	<input type="checkbox"/>	Will the dedicated site supervisor be able to attend the required AmeriCorps orientations, trainings, and meetings? A schedule will be provided to supervisors in advance.
<input type="checkbox"/>	<input type="checkbox"/>	Will the dedicated site supervisor work with the AmeriCorps member to identify appropriate service opportunities to complete the member's hourly requirements?
<b>Prohibited activities:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	The applicant has read Attachment A, which reviews the UHC AmeriCorps partner expectations (can be found after Part 6 of this application)
<input type="checkbox"/>	<input type="checkbox"/>	The applicant has read Attachment B, which reviews prohibited activities for a member (can be found after Part 6 of this application)
<input type="checkbox"/>	<input type="checkbox"/>	The applicant has read Attachment C, which reviews rules of non-duplication and non-displacement (can be found after Part 6 of this application).
<input type="checkbox"/>	<input type="checkbox"/>	The applicant understands that AmeriCorps members cannot participate in prohibited activities while serving, and that members cannot displace or replace staff or volunteer positions or time. By submitting this application, the applicant confirms their understanding that AmeriCorps members cannot participate in prohibited activities or displace or replace staff positions or time.

### Orientation Plan:

Please provide an orientation timeline including topics that will be covered.

## **PART 6: SIGNATURE**

Applicants have the option of “e-signing” their application by typing the first and last name of the submitter. Please submit applications electronically to Sarai Dickerson-Hernandez at [sarai@auch.org](mailto:sarai@auch.org). Thank you for your interest in the UHC AmeriCorps Program!

<b>Site Director's Signature</b>	
<b>Date</b>	

