

NORTH FLORIDA HEALTH CORPS

Member Service Description

I. Site Information

Site Name and Location:

Hubbard House, Inc., P.O. Box 4909, Jacksonville, FL 32201, Florida law prohibits the disclosure of the physical location of domestic violence centers.

Organization Description and Mission:

Hubbard House is a full-service certified domestic violence center serving Duval and Baker Counties offering emergency shelter, outreach services, court advocacy, children's services, batterer's intervention programs, and community education on domestic violence and other related topics. Our agency's mission is ***Every Relationship Violence-Free.***

Site Mentor assigned to support member:

Laine Reinecke-Clayton, Community Education Manager

II. Service Description

Service Goals:

First quarter goals:

- Complete Hubbard House new staff orientation session and Advocacy Training held over five curriculum sessions in mid September. If the member is unavailable to participate in one or more of the training sessions, the CED Manager will either provide training tapes of the missed sessions, and/or provide individual curriculum training to enhance the member's knowledge of domestic violence related issues.
- Participate in facilitation of violence prevention programming with resident children from K-8th grade at the Hubbard House shelter Monday through Friday, during midday sessions.
- Participate in facilitation of violence prevention programming for the Family Advocacy program, designed for children who have potentially been exposed to domestic violence issues in the home, on Tuesday, Wednesday and Thursday evenings with resident children from K-8th grade at the Hubbard House shelter
- Along with Community Education Manager, organize a meeting of previous program volunteers to introduce new AmeriCorps member, discuss challenges and triumphs from the previous year, brainstorm scheduling and site requirements for upcoming year. In collaboration with the Community Education Manager and existing program volunteers, develop training for new incoming volunteers to help build program capacity.
- Provide a minimum of one full session of the Primary Prevention Curriculum at a Team-Up afterschool program, including the administration of pre and post testing. (scheduling will be determined with site location)
- Provide a minimum of one full session of the Primary Prevention Curriculum with KIPP School program for a minimum of 20 youth, including the administration of pre and post testing. (scheduling will be determined with site location)

- Research anti-violence and bullying curriculums, materials, websites, and other resources for potential material to enhance existing curriculum. Make any necessary revisions to the curriculum to increase effectiveness of materials.

Second quarter goals:

- Participate in facilitation of violence prevention programming with resident children from K-8th grade at the Hubbard House shelter Monday through Friday, during midday sessions.
- Participate in facilitation of violence prevention programming for the Family Advocacy program, designed for children who have potentially been exposed to domestic violence issues in the home, on Tuesday, Wednesday and Thursday evenings with resident children from K-8th grade at the Hubbard House shelter.
- Provide one full session of the Primary Prevention Curriculum at a Team-Up afterschool site, including the administration of pre and post testing. (scheduling will be determined with site location) Complete all required documentation and reports regarding program participation, evaluations, test results and report.
- Provide two full sessions of the Primary Prevention Curriculum with a charter school, including the administration of pre and post testing. (scheduling will be determined with site location) Complete all required documentation and reports regarding program participation, evaluations, test results and report.
- Provide Primary Prevention training for site staff at the afterschool Team-Up program and the charter school, in conjunction with the Community Education Manager, to build program capacity.
- Revise and update 2010/11 power point presentation on the Primary Prevention campaign and to provide the presentation to potential sites.
- Lead the planning and communication for quarterly Primary Prevention Community Action Team programming.
- Explore in-kind donation possibilities for incentives for program participants.

Third quarter goals:

- Participate in facilitation of violence prevention programming with resident children from K-8th grade at the Hubbard House shelter Monday through Friday, during midday sessions.
- Participate in facilitation of violence prevention programming for the Family Advocacy program, designed for children who have potentially been exposed to domestic violence issues in the home, on Tuesday, Wednesday and Thursday evenings with resident children from K-8th grade at the Hubbard House shelter.
- Provide a two full sessions of the Primary Prevention Curriculum at a Team-Up afterschool program, including the administration of pre and post testing. (scheduling will be determined with site location) Complete all required documentation and reports regarding program participation, evaluations, test results and report.
- Provide two full sessions of the Primary Prevention Curriculum with a charter school program, including the administration of pre and post testing. (scheduling will be determined with site location) Complete all required documentation and reports regarding program participation, evaluations, test results and report.
- Offer Primary Prevention training and curriculum / site training for new incoming volunteers to assist in co-facilitating the Primary Prevention curriculum at existing sites.
- Research the possibility of adding additional sites in Full Service School neighborhoods including but not limited to the Westside, Englewood and Beaches. Recruit one additional youth program site to provide a minimum of one full session of the Primary Prevention Curriculum with for a minimum of 12 youth, including the

administration of pre and post testing. (scheduling will be determined with site location)

- Meet with site leaders at program sites to discuss parental engagement ideas and to develop strategies to re-engage previous Primary Prevention participants, such as involvement in a focus group or utilizing a post program assessment tool to measure beyond the immediate impact of curriculum on their knowledge, attitudes, beliefs and behaviors.
- Develop follow up interview survey to utilize with parents, teachers and other school staff to measure attitude and behavior changes of Primary Program participants.
- Lead the planning and communication for quarterly Primary Prevention Community Action Team meeting in conjunction with the Community Education Manager to facilitate strategic planning to explore the option of developing a Youth Community Action Team for high school and college students that can act as both volunteer co-facilitators and mentors for youth participating in Primary Prevention programming.

Fourth quarter goals:

- Engage collaboratively with leadership orientated program volunteers to establish a volunteer to volunteer to volunteer mentoring program to build program capacity allowing us to expand to additional sites.
- Lead the planning and communication for quarterly Primary Prevention Community Action Team meeting.
- Together with members of the Primary Prevention Community Action Team plan and implement initial meeting / training of a Youth Community Action Team to establish purpose, goals, and vision for the group
- Complete all required documentation and reports regarding program participation, evaluations, test results and report.
- In conjunction with the Community Education Manager, prepare a brief presentation on the Primary Prevention program for the School Health Advisory Council to facilitate approval of curriculum for Duval County Elementary School students.
- Compile end of year report summarizing the activities and progress of the Primary Prevention program.

Outcome Measures:

Pre and post survey evaluation tools are utilized in this program and contain the same set of questions with the exception of the written responses. The pre-program survey asks about their expectations for group, and the post-program survey asks about their group experience. The survey questions are designed to measure a change in knowledge, attitudes, beliefs, and behaviors regarding violent, abusive and bullying behaviors. The written response questions help us to gauge the effectiveness of the curriculum delivery overall. There is also a closing activity titled 'My Favorite Things You Taught Me...' where participants are asked to name the 3 favorite things they liked about the last 10 weeks. As this is filled out by the youth in their own words and with no prompting by staff, responses may vary from: "I liked the cookies", to "I learned that violence was not cool", to "I learned a lot and it was fun", so while this measurement is less scientific in its approach, it does give the program facilitator an understanding of the impact the program had on the participants.

First quarter: Provide violence prevention programming to a minimum of 50 children at established sites and the Hubbard House shelter.

Second quarter: Provide violence prevention programming to a minimum of 75 children at established sites and the Hubbard House shelter

Third quarter: Provide violence prevention programming to a minimum of 75 children at established sites and the Hubbard House shelter

Fourth quarter: Assess effectiveness of curriculum sessions, volunteer recruitment, training and utilization for the program year, development of the Community Action Team and the effectiveness of their activities and the sustainability of the Primary Prevention program for the 2012/13 through AmeriCorps leadership.

- a. Describe the skills the Corps members will learn as a result of the stated service.

The AmeriCorps member will expand their abilities to engage diverse and at-risk populations through interaction with the youth participants, their parents and guardians. They develop and enhance both their presentation skills and their communication skills. They will also develop leadership skills through training volunteers to assist with the program and through their interaction with the Community Action Team. Finally, they will develop and enhance their curriculum and presentation development skills.

- b. List any additional service responsibilities:

The AmeriCorps member will be responsible for keeping accurate records and providing updates and statistics for required reports.

They will be responsible for training and supervising volunteers, as well as maintaining service hour records for people volunteering actively at WAVE sites.

They will be meeting with community, civic and faith-based groups that may offer opportunities for in-kind donations, volunteer service and community based awareness.

III. Logistical Information

Expected Schedule for Providing Service Hours to Site:

Generally, the member will be working Monday through Friday, from approximately 11am to 7:00pm. Schedule may vary slightly depending on the needs of the specific sites and the activities of the Community Action Team.

Service Location(s) if different from site address:

The two sites the program worked with in 2010/2011 were:

Rutledge Pearson Elementary located at 4346 Roanoke Blvd., Jacksonville, FL 32208

KIPP – Knowledge Is Power Program located at 1440 McDuff Avenue North, Jacksonville, FL 32254. We anticipate continuing at those sites in 2011/12.

Additional sites may be added at a later date as the program grows, though all locations will be in Duval County.