

**Public Health AmeriCorps (PHA)
Member Position Description**

Title: Public Health AmeriCorps Member

Start Date: May 30, 2024

End Date: May 29, 2025

Reports to: Stephanie Barreiro, Venice Family Clinic

604 Rose Avenue, Venice, CA 90291

Summary: Under the supervision of the Stephanie Barreiro, spearhead efforts to increase public health needs within Venice Family Clinic. The primary areas of focus include vaccine administration, vaccine hesitancy and vaccine inequity.

Hours: 40 hours per week. 100% onsite.

Schedule:

Fulltime:

M-F, 8am-5pm, some weekends

Reduced Half-time:

M,W,F: 8am-12am

T,TH: 1pm-5pm

Locations:

604 Rose Ave. Venice, CA 90291

2509 Pico Blvd. Santa Monica 90405

1091 S. La Brea, Inglewood 90301

742 West Gardena Blvd, Gardena 90247

4700 Inglewood Blvd., Culver City 90230

Position Summary

This position will be with the Registration Team as part of the Vaccine Clinic Team. The Vaccine Clinic Team travels to different clinic sites to provide primarily vaccines (COVID/Flu/pediatric) to patients as well as community

members. The Registration Team interacts daily with patients to help provide information, schedule appointments, handle intake, and conduct outreach for vaccines.

Primary Responsibilities

Under the general supervision of the Vaccine Clinic Program Coordinator, perform a full range of duties:

- Set up/take down of registration and screener stations for vaccine clinic.
 - May include assisting other departments (such as Nursing and Facilities) in preparation of clinic.
- Greet incoming patients in a friendly and courteous manner, interact politely and helpfully, register patients using the myCAVax or HER systems.
- Verify registration/insurance information and assist in ensuring they receive the proper vaccine, where appropriate.
- Outreach calls to schedule vaccines appointments.
- Canvassing of community to bring awareness of vaccine clinics. • Reconciliation of data to ensure accurate vaccination records. • Perform other duties as assigned by supervisor.

Knowledge, Skills, and Abilities

- Independently organize and prioritize tasks using guidelines established by the supervisor. Work will be reviewed periodically or when it represents deviation from standard guidelines.
- The ability to multi-task, have a willingness to learn and master constantly changing eligibility requirement regarding vaccines, and flexibility to changes in ongoing projects is necessary.
- Must be able to navigate the Internet efficiently and a quick study in our EHR platform as well as myCAVax and CAIR2.
- Spanish preferred.

Supervision and training

- EZIZ and CDPH online training
- Attend all required training provided by L.A. Works/ Public Health AmeriCorps and Host Sites specific training.
- Work independently and follow supervisor(s) directions.
- Comply with all Public Health AmeriCorps and L.A. Works standards and guidelines.

COVID-19 Policy/Guidelines:

Applicant must have a current TB test

COVID 19 Vaccine Series w/ boosters completed

Flu Vaccine *when applicable

Daily COVID-19 symptom tracker

Masks are required onsite and at community events