

## Public Health AmeriCorps (PHA) Member Position Description

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**Title:** Public Health AmeriCorps Member

- Outreach & Care Coordination Support

**Start Date:** May 30, 2024

**End Date:** May 29, 2025

**Reports to:**

(Primary Supervisor)

Patricia Abrantes, LCSW, Outpatient Director

520 N. La Brea Ave, Inglewood, CA 90302

(323) 294-4932, pabrantes@aadapinc.org

(Secondary Supervisor)

Paulina Hong, Development Director

2900 S. Crenshaw Blvd, Los Angeles, CA 90016

(323)293-6284, phong@aadapinc.org

**Summary:** Under the supervision of the Supervisor, spearhead efforts to increase knowledge and access to resources that help address critical public health needs in the Greater Los Angeles area and those experienced by AADAP clients. The primary areas of focus include **access to services/reducing barriers to care, behavioral health, & health equity.**

**To improve access to drug treatment services and overcome barriers to treatment, Members will help to conduct outreach on behalf of AADAP treatment services. Members will be tasked with researching and analyzing common issues and creating a plan of action. Members will also be involved in assisting the coordination of care to current SUD clients and work collaboratively with the treatment staff to accomplish successful treatment outcomes.**

**Mission Statement:** AADAP exists to change lives and save families adversely impacted by substance abuse. It provides the diverse and multi-ethnic communities of Los Angeles a comprehensive “whole person” approach in its education, intervention, treatment, outreach, advocacy, and employment programs. AADAP distinguishes itself by embodying the Hawaiian concept of “Ohana”, meaning “family”. Each individual who joins AADAP joins a Family bound together by its values of compassion, responsibility, and respect.

**Hours:**

Due to the nature of our programs and to offer continuity of care for our clients, in-person is preferred for all positions. Remote access can be done on a case-by-case basis.

**Schedule:**

**Fulltime:**

36-40 hours per week

Work Hours available between Mon-Fri, 8:00am-7:00pm (depending on day)

Saturdays 9am-6pm

**Reduced Half-time:**

15-30 hours per week

Work Hours available between Mon-Fri, 8:00am-7:00pm (depending on day)

Saturdays 9am-6pm

**Minimum-time:**

36-40 hours per week

Work Hours available between Mon-Fri, 8:00am-7:00pm (depending on day)

Saturdays 9am-6pm

**Site Overview**

AADAP exists to change lives and save families adversely impacted by substance abuse. It provides the diverse and multi-ethnic communities of Los Angeles a comprehensive “whole person” approach in its education, intervention, treatment, outreach, advocacy, and employment programs. AADAP distinguishes itself by embodying the Hawaiian concept of “Ohana”, meaning

“family”. Each individual who joins AADAP joins a Family bound together by its values of compassion, responsibility, and respect.

### **Position Summary**

- Members will help increase our connection with different resources for our Outpatient and Residential Treatment programs
- Members will help improve the operations when it comes to satisfaction and other areas to improve the experience at AADAP.
- Members will increase access to our treatment programs.

### **Primary Responsibilities**

- Provide outreach services as required/ or requested (presentations, networking, referrals, etc; Focus on conducting promotional activities for the Treatment Programs.
- Maintaining a calendar of outreach activities; help establish and coordinate external relationship opportunities.
- Assist the AADAP treatment staff with the coordination, monitoring and documentation of client case management referrals and appointments in accordance with treatment protocols and procedures.
- Find resources to help clients navigate and sign up for: health benefits, housing resources, legal assistance, food programs, childcare, education, workforce development, etc.
- Support the treatment staff with the care coordination efforts across the different units and with external partners.
- Developing Curriculum and Health Education Resources (ie. how to find a job, budgeting 101)
- Conduct Health education groups (topics such as self-care, STI education, health and hygiene)
- Contribute to Social Media content on behalf of the Treatment Programs in coordination with Development team
- E-newsletter to recruit clients
- Gathering and writing up Success Stories
- Event Planning for in-house recovery recognition days to highlight the successes and accomplishments of clients
- E-newsletter to recruit clients
- Seek funding opportunities for treatment programs

### **Knowledge, Skills, and Abilities**

- Prefer staff with bilingual capabilities in AAPI Language, Spanish and other languages. Outreach can be focused on available languages that we have in house and part of this team.

- Prefer Microsoft software capabilities Word, Excel and PowerPoint. Graphic Design capabilities are a plus.
- These positions require excellent communication skills
- The ability to work in a team environment.

### **Supervision and training**

- All supervision and staff will be required to go through agency required training such as Safety Trainings, IT Orientations, TB, HIV 101, Active Shooter, nonviolence agency, legal and other on boarding training.
- Supervision will be given an overview of the agency and treatment services.
- 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:**

- All members are required to be fully vaccinated against COVID-19, including the 2<sup>nd</sup> booster.
- Members should be prepared to adhere to masking requirements, when necessary.