

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

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**Title:** Public Health AmeriCorps Member

**Start Date:** January 23, 2023

**End Date:** January 22, 2024

**Reports to:** Dean E. Nakanishi, Chief Executive Officer  
Asian American Drug Abuse Program (AADAP)  
2900 S. Crenshaw Blvd, Los Angeles, CA 90016  
(323)293-6284

Paulina Hong, Development Director  
2900 S. Crenshaw Blvd, Los Angeles, CA 90016  
(323)293-6284

**Summary:** Under the supervision of the Supervisor, spearhead efforts to increase public health needs within AADAP. The primary areas of focus include **COVID-19 recovery, access to services/reducing barriers to care, behavioral health, & health equity.**

**To improve access to drug treatment services and overcoming covid-19 access issues. This team will help to do outreach and marketing around AADAP treatment services and overcome any Covid-19 barriers. The team will assess access issues and respond with a plan of action.**

**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:**

It is preferred that the Full-Time members be onsite in the office at least 4 days per week. Remote hours can be done on a case-by-case basis. The Reduced Half-Time members can be offered remote hours based on duties assigned.

**Schedule:**

**Full-Time:**

M-F, 9am-5pm, some weekends

**Reduced Half-time:**

M,W,F: 9am-12am

T,TH: 1pm-4pm

**Site Overview**

Founded in 1972, The Asian American Drug Abuse Program (AADAP) is one of Los Angeles County's oldest and most respected substance abuse treatment and prevention organizations. AADAP was the first publicly funded agency in the County to operate a substance abuse program specifically targeting Asian Americans. It remains one of only a few programs in the country to specifically provide culturally and linguistically sensitive treatment and prevention services to the Asian American and Pacific Islander populations. At the same time over its 50-year history the agency has broadened its mission and expertise to provide culturally competent treatment, prevention, mental health, youth gang, and employment services to serve all populations affected by drug and alcohol problems in the diverse Los Angeles County region, while broadening its staff diversity to reflect the cultural and ethnic spectrum of its community.

**Position Summary**

- Members will help increase our connection with different resources with 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**

- Create a marketing plan.
- Create a plan of action and strategize alongside with the AADAP Development Team
- Implement plan of action in coordination with AADAP Development Team

**Knowledge, Skills, and Abilities**

- Prefer staff with bilingual capabilities in API Languages, Spanish and other languages. Outreach can be focused on available languages that we have in house and from the Members.
- Proficient in Microsoft Office: Word, Excel and PowerPoint; and Google Workspace: Drive, Sheets, Docs, Slides, etc.
- Strongly prefer Graphic Design capabilities (ie. Adobe Illustrator, Photoshop, and/or Canva)
- These positions require excellent communication skills.
- The ability to work in a team environment.
- Strongly prefer that Members be able to use their own device to complete work, especially for Members working virtually.

### **Supervision and training**

- The Members will report directly to the Site Supervisor, who will give an overview of the agency and treatment services. On occasion, Members will work under the supervision of other AADAP Staff, in the context of completing service-related projects.
- All members will be required to go through mandatory agency trainings such as Health & Safety Trainings, IT Orientations, TB, HIV 101, Active Shooter, Nonviolence policy, Legal and other Onboarding trainings.
- 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.
- All members are required to mask onsite and when meeting people.