

Public Health AmeriCorps (PHA) Member Position Description

Title: Public Health AmeriCorps Member

Start Date: January 23, 2023

End Date: January 22, 2024

Reports to: Dr. Patty Ramirez, KLBRI

Virtual Workspace

Summary: Under the supervision of the Dr. Patty Ramirez, spearhead efforts to increase public health needs within KLBRI, a fiscal project of Los Angeles Indigenous Peoples' Alliance. The primary areas of focus include **access to services/reducing barriers to care (sub-focus) and health equity (primary focus) within indigenous and latinx communities.**

Hours: KLBRI is a fully remote site.

Schedule:

Fulltime:

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

Reduced Half-time:

M,W,F: 9am-12am

T,TH: 1pm-4pm

Position Summary

The mission of the Institute is to uplift and sustain advocates and leaders through an ecosystem of care, well-being, and healing.

L.A. Works Public Health AmeriCorps members will provide administrative, coordinating, and programmatic support for our culturally responsive and healing-centered programs and offerings. PHA's will be a critical part to our continuous improvement strategy towards the creation of sustainable and effective organizational processes. We have outlined some specific tasks that we will invite folks to support us with which include providing holistic wellness and health education and awareness;

conducting needs assessments and focus groups; supporting with the creation of community facing health and wellness education resources; capacity building and strategic planning, as well as community outreach and support with developing a volunteer infrastructure. Additionally, we will invite AmeriCorps members to support with public health needs assessments and landscape analysis that will inform our strategic planning capacity building needs. The L.A. Works Public Health AmeriCorps member(s) will be an active team member working towards social change by mobilizing communities and developing the capacities of targeted public and private sectors to take action towards advancing positive public health outcomes for those we serve.

Primary Responsibilities

- Assess training needs through surveys, interviews, and focus groups with at the intersection of racial trauma, social justice, health equity, and leadership development
- Support in developing a system for recruitment, engagement, and retention for volunteers such as Advisory board and general volunteers
- Draft a Volunteer Onboarding Process and Orientation Presentation, and Volunteer Manual
- Brainstorm, research, plan, pilot, and evaluate community listening sessions to help us create community-defined programs
- Assist in the production and dissemination of community-tailored health education and awareness materials.
- Coordinates various communications activities including but not limited to: writing, editing, developing various communications materials such as correspondence, newsletters, brochures, information packets and articles.
- Attend and participate in strategic planning meetings and assist in documenting the planning sessions
- Assist with drafting and updating strategic planning documents (SWOT, Logic model, strategic planning 1- 3-5 yr plan, position descriptions, theory of change etc.)
- Support and build in-person, virtual, and digital trainings and curriculums, workshops, and events

Knowledge, Skills, and Abilities

- We prioritize folks who are justice involved or have social justice backgrounds
- Bilingual (Spanish and English preferred)
- Strong communication and collaboration skills are highly preferred

Supervision and training

KL BRI will provide a robust onboarding process to support fellows in learning about healing justice, transformative justice, and culturally responsive health approaches. Additionally, fellows will attend the following:

- 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:

We pride ourselves on being a workplace that puts the health, wellness, and safety of our ecosystem first. In the age of COVID-19, protecting our community has meant taking a number of measures, like becoming a virtual site that offers remote work and weaving holistic wellness indigenous community care practices.

Additionally, we encourage folks to conduct COVID-19 testing in the case of an in-person work event or risk of exposure to COVID-19. Vaccines have been proven to protect against serious illness from the coronavirus and are thought to lessen rates of transmission. As a workplace we encourage folks to follow all current guidance to protect themselves and others, including wearing a mask indoors, staying at least 6 feet away from others, avoiding crowds, and cleaning hands often.

We understand some individuals may still have questions about the COVID-19 vaccine. We recommend visiting the CDC's page [Myths and Facts About COVID-19 Vaccines](#) for more information.