



Public Health AmeriCorps (PHA) Member Position Description

Title: Public Health AmeriCorps Member

Start Date: May 2024

End Date: May 2025

Reports to: [Dr. Patty Ramirez, KLBRI](#)

Virtual Workspace

Summary: Under the supervision of Dr. Patty Ramirez, Public Health AmeriCorps Members will 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: *See below for possible schedule.*

Fulltime:

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

Reduced Half-time: *Flexible schedule options available.*

M,W,F: 10:30am-1:30pm

T,TH: 1pm-4pm

Organization and Position Summary

The mission of KLBRI 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 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.

PHA's will assist with our [*Mental Health First Aid*](#) Training programs and provide programmatic and administrative support and coordination, community outreach, and narrative change tasks. Mental Health First Aid is an early intervention public education program. It teaches people how to identify, understand and respond to signs and symptoms of a mental health or substance use challenge among youth and adults.

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
- Schedule and maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Support and build in-person, virtual, and digital trainings and curriculums, workshops, and events
- 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.)

Knowledge, Skills, and Abilities

- We prioritize folks who are justice-impacted and/or have social justice backgrounds
- Bilingual (Spanish and English preferred)
- Strong communication and collaboration skills are highly preferred
- Detail-oriented with the ability to manage multiple projects at a time
- Strong technical experience with project management tools highly preferred (Trello, Slack)

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.
- Mental Health First Aid Certification 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.