



Public Health AmeriCorps (PHA) Member Position Description

Host Site Name	
Mission Statement	
Position Title	Public Health AmeriCorps - Fellow
Program	Public Health AmeriCorps, Los Angeles County
Start Date	
End Date	
Department	
Supervisor's Name/Title	
Summary	<p>Under the supervision of the Supervisor, spearhead efforts to increase public health needs within</p> <p>The primary areas of focus include:</p>
Site Location	



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Position Summary	
Hour Requirements	<input type="checkbox"/> Full-time (1700 hours/year) <input type="checkbox"/> Reduced-Half Time (675 hours/year) <input type="checkbox"/> Minimum Time (300 hours/summer)
Teleservice work policy	<p>YWCA-SGV is considered an essential social services provider and requires work to be completed in-person. Under certain circumstances, remote work will be reviewed and approved on a case-by-case basis. This is up to the discretion of the Fellow's manager/supervisor. The hours of their schedule will be discussed together to ensure it works with Fellows' schedule as well. COVID-19 diagnosis: If a Fellow receives a positive outcome from antigen or PCR, they are to report it to HR/Management team as soon as possible, so we may take the necessary steps to trace exposure, develop a plan and disinfect the office. To return to the office, Fellows must have a negative PCR test, and should email HR their test result to confirm they are safe to return to work.</p>
Schedule	
Orientation and Training	<p>In-person - YWCA of San Gabriel Valley follows these guidelines to ensure everyone's safety: Temperature checks at the start of each shift, COVID Health Check Questionnaire, Prevention and Hygiene-including wearing masks at all times and practicing social distancing, Cleaning and disinfection guidance, Air purifiers throughout the office</p>
COVID-19 Policy/ Guidelines	<p>Screening - At the beginning of your shift, all employees must check your temperature on the temp machine and fill out the health questionnaire. Satellite offices must take your temperature before start of shift, log the temperature and fill out the health questionnaire. Supervisor will turn in logs and questionnaires at end of each week to Human Resources. Please give yourself at least 5 minutes prior to your regular start time. This time will be considered compensable, so you can clock in through your mobile device or desktop when you arrive.</p> <p>Prevention and Hygiene - Masks/Face Coverings. Any type of face covering should be used in common areas at all times to prevent the spread of the virus. Gloves and masks are available to all. Common areas include but not limited to: Kitchen/Breakroom, Cubicles, Meeting Room, Restrooms, Parking Areas, Office communal/receptionist areas</p>

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General Requirements:

For the 3 full time Public Health AmeriCorps Fellows, we request that they have at minimum a Bachelor's degree in Public Health. There is a preference for the part-time Fellows to also have a Bachelor's Degree in Public Health but not mandatory.

Other requests for all Fellows: Must have a car, Must be able to drive for tabling events, outreaching purposes, and in-person work, Must have their own cell phone, Must have access to Wi-Fi if they are working remotely, Can use Google Drive, Docs, and Spreadsheets, Can put a presentation together, At least 2 bilingual candidates (Spanish, Mandarin, or Cantonese) are preferred, but not mandatory, Diligent workers, Have some level of maturity

Physical Demands and Work Environment:

Supervision and Training:

- Attend all required training provided by L.A. Works/ Public Health AmeriCorps and Host Site specific training.
- Comply with all Public Health AmeriCorps and L.A. Works standards and guidelines.



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Duties and Responsibilities:

Responsibilities breakdown as follows:

1.	% 30
2.	% 20
3.	% 10
4. Assist with creating, implementing, and evaluating community events with Supervisor, including vaccination support, resource fairs, health fairs, diverse community events, etc.	% 20



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5.	% 10
6.	% 5
7.	% 5
8.	%

Public Health is an interdisciplinary field, and YWCA-SGV can provide Fellows insight into the non-profit world through a Public Health lens. AmeriCorps Fellows will help us achieve our mission by creating, implementing, and evaluating programs, events, and workshops for our San Gabriel Valley community members. Our goals with the support of Public Health AmeriCorps Fellows are to 1) host at least five community health events 2) develop and deliver ten educational workshops 3) develop easily accessible resources for families.

Our goal at YWCA-SGV is to empower families across the lifespan and all walks of life to have a great quality of life, and that starts with the resources we have. Each program is listed below, with the field of interest a fellow might have and what skills the fellows will be able to learn and develop their Public Health portfolio. Each fellow to rotate departments quarterly.

Executive Suite

- For those who are interested in project management, finance, grant writing, and gaining soft skills, including operational functions.
- Fellows will work directly with the senior management team to gain knowledge on designated non-profit programs and how it runs daily.
- Fellows' tasks:
 - Operational functions at a non-profit
 - Compliance around grants and contracts
 - Create in-service training program for staff
 - Support CEO on special projects

Wellness, Equity, and Empowerment Center (WE Empower)

- For those who are interested in community health, community engagement, health equity, health education, project development, outreach, research, resource person, and soft skills.
- Fellows' tasks:
 - Conduct community outreach
 - Table and distribute flyers within San Gabriel Valley
 - Share health education resources to community members
 - Create and disseminate surveys
 - Create and deliver educational workshops (in-person and/or Zoom)
 - Create, implement, and evaluate community events
 - Vaccination support
 - Resource fairs
 - Health fairs

- Diverse community events
- Review literature or community needs assessment to find community health gaps
- Assist in building and cultivating relationships with other organizations
- Create content and promotional materials for the WE Empower Center

Equity & Social Change / Racial & Social Justice Task Force

- Public Health revolves around racial and social justice, and fellows can learn how to create and navigate through responsive internal and external programming. What does racial and social justice mean? What can we do to advance racial equity? What are those steps? How do we bring the BIPOC communities together and advance racial and social justice?
- For those who are interested in advancing equity, racial justice, social justice, in-person and virtual workshops, and special events.
- Fellows' tasks:
 - Create and deliver capacity building projects including educational workshops
 - Assist in building partnerships with other organizations
 - Assist in creating health equity toolkits
 - Assist in conducting needs assessment
 - Assist in conducting focus groups and listening sessions

Pathways to Empowerment Program

- This program is geared toward Transitional-Aged Youth (TAY), ages 16-26, to offer specialized and age-appropriate supportive case management services to unserved and underserved TAY with the purpose of assisting with progress towards employment and education goals.
- For those who are interested in health education, community health, social and behavioral health, advancing employment and education goals.
- Fellows' tasks:
 - Community outreach activities, including recruit clients for the program at high schools, adult schools, foster care programs, and events
 - Create and deliver life skills educational workshops (e.g., goal setting, stress management, building relationships, employment readiness, risk assessment, financial literacy) via in-person and/or Zoom
 - Table and distribute flyers during community events within the YWCA-SGV organization and at our organization's events
 - Assist with intake assessments with manager's supervision
 - Continue to develop the program workshop materials

WINGS Domestic Violence Shelter Program

- For those who are interested in domestic violence, prevention, legal realm of domestic violence, health education, community health, developing and delivering workshops.
- Will be required to complete a 40-hour Domestic Violence Training.
- Fellows' tasks:
 - Develop and deliver health education workshops to kids, youths, adults, and/or parents regarding mindfulness, self-care, disorders, burn out and substance use
 - Assist with expanding the organization's relationships with health care organizations
 - **Under training of the Legal Advocate**, Fellow(s) will learn how to address intersections of domestic violence and legal issues. Project will entail assessing the need for and preparing necessary restraining orders.
 - Assist with creating a data management system to evaluate designated program components

Senior Services/ Elderly Nutrition Program/ Healthy Aging

- For those who are interested in healthy aging, seniors and addressing food insecurity.
- Fellows' tasks:
 - Create a portfolio of services that cater to older adults
 - Assist with creating events at various senior centers within San Gabriel Valley
 - Assist with implementing annual events, including Adopt A Senior, Elder Abuse Awareness Month, Older Americans Month, Grandparents Day, and more