

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

Title: Community Outreach Assistant

Start Date: May 30, 2024

End Date: May 29, 2025

Program: [Provide the AmeriCorps program name and location]

Site Location SoCal Pacific Islander Community Response Team

Reports to: Rita Scanlan, Project Manager
SoCal Pacific Islander Community Response Team
ritascanlan@gmail.com

Summary: Under the supervision of the Project Manager, spearhead efforts to increase public health needs within SoCal Pacific Islander Community Response Team. The primary areas of focus include **Health Outreach, Education, and Systems Navigation**.

Hours: 100% Remote.

Schedule:

Fulltime:

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

Reduced Half-time:

M,W,F: 9am-12am

T,TH: 1pm-4pm

Mission

SoCal PICRT's mission is to weave a thriving network of Native Hawaiian and Pacific Islander community-based organizations to holistically support and advocate for the well-being and sustainability of Southern California NHPI communities.

Position Summary

Under the supervision and direction of the Project Manager, the Resources Assistant will work collaboratively with other SoCal PICRT staff to assist with

resources development as it relates to Health Outreach, Education, and Systems Navigation for Native Hawaiian and Pacific Islander (NHPI) families. This is a project of SoCal PICRT working to promote health equity for NHPI communities in Los Angeles County.

Description of Duties

- Develop and maintain an up-to-date SoCal PICRT's County resources database for use by SoCal PICRT Community Health Coordinators and Community Outreach Assistants in systems navigation.
- Curate health education materials and make recommendations for translations.
- Participate in community partner outreach activities in LA County.
- Participate in communications and outreach strategies including social media, webinars, phone banking, and text banking.
- Other administrative and programmatic duties as necessary.

Qualifications

- Understanding of SoCal NHPI communities.
- Understanding of public health, social determinants of health, pipeline building, sustainability, coalition building, and cultural/linguistic-relevance in health equity.
- Experience in community outreach techniques.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Excellent research and computer skills.
- Strategic and creative mindset.
- Ability to multi-task and manage multiple activities concurrently.
- Meticulous attention to detail and organized.
- Must be comfortable working remotely.
- Minimum high school graduate or GED recipient.

Benefits

- Health insurance for full-time positions.
- Segal Education Award upon successful completion of required hours — Full-time: \$6,895; Reduced Half-time: \$2,626.27; Minimum-time: 1,459.26
- Living Allowance/Stipend for full-time members totaling to \$28,000 over the course of 12 months, distributed bi-weekly, *while in service*
- Living allowance/Stipend for reduced half-time members totaling to \$1,750 over the course of 12 months, distributed bi-weekly, *while in service*

Supervision and training

- Participate in SoCal PICRT and NHPI community orientation.
- Participate in staff meetings, trainings, and workshops.
- Work independently and follow supervisor(s) directions.
- 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.

Evaluation and Reporting

- Mid-year and Annual Performance Review.
- Weekly Activities Reports, Monthly Data Reports, Quarterly Narrative Reports.
- Weekly Timesheets.

COVID-19 Policy/Guidelines

SoCal Pacific Islander Community Response Team complies with CAL/OSHA COVID-19 Prevention Non-Emergency Regulations. For more information, visit https://www.dir.ca.gov/dosh/coronavirus/Non_Emergency_Regulations/