

**Public Health AmeriCorps (PHA)  
Member Position Description  
2024**

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**Title:** BCHD Public Health AmeriCorps Member

**Start Date:** May 2024

**End Date:** May 2025

**Program:** Beach Cities Health District (BCHD) is a healthcare district focused on preventive health and serves the communities of Hermosa Beach, Manhattan Beach and Redondo Beach. Established in 1955 as a public agency, it offers an extensive range of dynamic health and wellness programs, with innovative services and facilities to promote health and prevent diseases across the lifespan.

**Site Location** **Beach Cities Health District Administrative Offices**  
1200 Del Amo St. Redondo Beach, CA 90277  
and  
**allcove Beach Cities**  
514 N. Prospect Ave. Suite 400  
4<sup>th</sup> Floor  
Redondo Beach, CA 90277

**Reports to:** Alejandra Sierra, Volunteer Engagement Supervisor  
Beach Cities Health District

**Summary:** Under the supervision of the Volunteer Engagement Supervisor, spearhead efforts to increase public health needs within Beach Cities Health District. The primary areas of focus include **access to services/reducing barriers to care, behavioral health, and health equity.**

**Hours:**

**Fulltime:**

100% in-person (with opportunity to telecommute on a case-by basis approved by supervisor)

**Reduced Half-Time:**

100% in-person (with opportunity to telecommute on a case-by basis approved by supervisor)

**Minimum Time:**

100% in-person (no telecommuting option available)

**Schedule:**

Regular facility operating hours: Monday-Friday between 8am-7pm; 1-2 weekend events per month (schedule dependent on event)

**Mission**

To enhance community health through partnerships, programs and services for people who live and work in Hermosa, Manhattan and Redondo Beach.

**Position Summary**

AmeriCorps members will serve in the following program areas:

- **allcove Beach Cities.** allcove™ centers create stand-alone, “one-stop-shop” health centers for young people ages 12 to 25 to access support within six service streams: mental health, physical health, substance use, peer support, family support and supported education and employment. allcove aims to provide timely and easy access to mental health services within an integrated, prevention and early intervention model of care. By co-locating and integrating medical health care with mental health and substance use services at allcove centers, young people can seamlessly access the necessary support easily, even when symptoms first appear through somatic issues or physical complaints. The services are provided in an integrated fashion and Service Providers, who may be from a range of organizations, work as a team to support the young person and their family. Service Providers work collaboratively within shared pathways for care, matching the intensity of care to the individual needs of each young person. Services may range from individual to group to family supports. Linkages to other complementary services at the center and in the community ensure holistic support for youth wellbeing. allcove approaches youth wellness in a comprehensive and youth-friendly way, led by members of an active local Youth Advisory Group and Community Consortium to design the services and environment they most want to see in their community. allcove Beach Cities serves young people in Service Planning Area 8 in the larger South Bay.
- **Community Services.** For over two decades Community Services has provided care management services to improve the quality of life and maintain the independence for the 17,337 older adults (ages 60+) and

adults with disabilities (ages 18-59) living in the beach cities. The program provides confidential in-home assessments along with recommended care plans linked to relevant services, including volunteers providing errand assistance, companionship, activities for clients with cognitive impairment, well-being calls, and in-home fitness exercises.

- **Volunteer Services.** Volunteer Services engages with over 1,000 volunteers from all ages in more than 20 different programs. Each year, volunteers contribute over 20,000 hours of service to the beach cities community.
- **Well-Being Services.** Well-Being Services provides strategic direction, management and evaluation for Blue Zones Project, Mental Health and Happiness, WorkWell to LiveWell worksite wellness, community policy efforts, and other community wellbeing programs and services in order to measurably improve the health and well-being of beach cities residents.
- **Youth Services.** Youth Services partners with local school districts to create environments that support student, staff and parent health. Healthy habits developed at a young age can last a lifetime and BCHD provides an array of programs and services that increase physical activity, improve nutrition and promote social-emotional well-being.

## **Description of Duties**

**All AmeriCorps Members will engage in various capacities across all areas but will concentrate their efforts and collaborate closely with one of the departments listed below.**

**AmeriCorps members will work closely with the allcove Beach Cities and Volunteer Services teams** to ensure that the views of young people and families are integrated into planning efforts, community outreach and service delivery. Members will perform the following duties:

- Performs initial orientation for youth (ranging in age from 12 years to 25) accessing allcove to include but not limited to: assisting with completion of forms, intake questionnaires and initial screening or assessments as needed; ensuring a welcoming, inclusive, and youth-friendly experience.
- Provides support to the youth accessing allcove by acting as a coach and mentor. This includes but is not limited to participating in goal-setting activities; identifying opportunities for youth to learn, grow and become more confident/improve self-esteem; providing encouragement and support to access resources; sharing and discussing common experiences to develop trust and rapport, and encourage and maintain a positive and optimistic outlook; and communicating, representing and promoting the peer perspective within the

center. Works collaboratively with volunteer Peer Associates to provide a youth-centric experience for all young people accessing the center.

- Provide community outreach by working with schools, cities and community partners to coordinate health promotion events, increase the profile of the center, deliver key messages and source referrals.
- Conduct more than 60 engagement events annually (minimum five per month), including offering allcove satellite services at partner agencies.
- Recruit for and support the allcove Youth Advisory Group that operates as the sounding board for staff and partners.
- Provide support to Service Provider scheduling, coordinated care management and group programming or events.
- Support allcove center events (e.g., wellness events, youth engagement meetings, partner workshops, game nights, movie nights).
- Design a volunteer engagement strategy for not only youth participants but for the community at-large to support the needs of the center; implement strategy and engage young people in service opportunities.

**AmeriCorps Members will work closely with the Volunteer Services and Community Services teams** to enhance services that improve client mental health and wellbeing and support enrollment for health benefits. Members will perform the following duties:

- Care Management Support – Provide weekly home visits and phone calls to clients to supplement the services provided by the social worker/care manager and to address social isolation. Arrange services and connect clients to resources under the direction of the Care Manager.
- Direct Client Support – serve a caseload of isolated clients or clients with cognitive impairment by visiting weekly and engaging in dialogue or activities that increase mental health and brain health.
- Information and Referrals – Support Information and Referrals by answering calls on the Assistance, Information, and Referrals line, offering resources and referrals, screening for Care Management eligibility, and completing intakes, including one weekly shift at the front desk for in-person inquiries.
- Public Benefits Assistance – Support Care Management clients and other Beach Cities residents in accessing public health insurance and other public benefits, such as Medi-Cal, In-Home Supportive Services, and CalFresh.
- Community Education and Outreach – Provide community outreach by working with senior centers, cities, and community partners to coordinate 1-3 education events per month, increase the profile of the care management program and deliver key messages and source referrals.
- Recruit for, train, and coordinate three volunteer programs supporting older adults (e.g., Conversation Companions, Brain Buddies, Errand Volunteers) that engages 75-100 volunteers to combat isolation and depression and foster connection and community.

**AmeriCorps Members will work closely with the Well Being Services and Youth Services teams** to offer behavioral health programming to youth and adult populations. Members will perform the following duties:

- Mental Health First Aid trainings- Support Mental Health First Aid Training (trainings for teens and adults), including participant registration, pre-work support, evaluation, and certificate issuance. Assist in co-hosting 8-hour sessions, including logistics, and facilitating learning checks for the group.
- Suicide Prevention training- Support QPR Suicide Prevention Training, including participant registration, evaluation, and follow-up for certificate completion. Assist in co-hosting 1.5-hour sessions, including check-in and logistics support.
- Mental Health & Happiness- Organize Mental Health & Happiness Activations for community events. Represent BCHD at event or meeting, leading activations for community engagement. Track metrics, photos, and testimonials to create a monthly summary report on activation reach.
- Social Connection- Assist with co-hosting community engagement events (social group matching events, happiness chats, community-wide social hour) and supporting recruitment of Blue Zones Project Moai social group members (potlucks, dining together).
- Youth Advisory Council- Recruit for and support the 50-member Youth Advisory Council that serves as peer ambassadors; recommend and support health campaigns to generate public health awareness; and work with the council to advocate for and implement solutions to address local youth health issues.
- Youth Purpose Workshops- Deliver youth purpose workshops and/or adult-focused workshops in collaboration with community partners (e.g., local middle and high schools, South Bay Adult School)
- Beach Cities Partnership for Youth Coalition- Assist with The Beach Cities Partnership for Youth Coalition and prevention efforts related to the Drug-Free Communities (DFC) grant that focuses on a community-wide effort to decrease substance use and improve mental health among Beach Cities youth by activating students, educating parents, expanding school programs and services, convening community partners, building collaboration and engaging the community at large.

Note: All AmeriCorps members will also work together to develop intergenerational opportunities where youth and older adults can interact and celebrate one another. For example, allcove Beach Cities participants can volunteer to help an older adult in their community or older adults can assist youth with a service project or mentorship.

## **Qualifications**

### **Knowledge:**

- Familiarity with (e.g., live/work or have lived/worked in) the service area and its surrounding communities (e.g., LA County SPA 8 that includes cities of Carson, Lomita, Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates, El Segundo, Inglewood, Gardena,

Hawthorne, Landale, Hermosa Beach, Manhattan Beach, Redondo Beach, Torrance, Harbor City, Wilmington and San Pedro) highly desirable

- Lived experience relevant to the populations being served highly desirable

Skills:

- Excellent communication, customer service and organization skills
- Strong working knowledge of Microsoft programs (e.g., Word, Excel)
- Bilingual in Spanish or other languages (desirable but not required)

Abilities:

- Ability to work effectively in a fast-paced environment and handle multiple tasks at once
- Ability to speak in front of others and effectively communicate messaging (e.g., deliver presentations)
- Exhibits a polished and professional demeanor at all times
- Adaptable and flexible by responding positively to change and using new practices to solve problems
- Complete screening requirements (e.g., valid driver's license/reliable transportation; TB test; drug screening and background check provided by LA Works)

**Supervision and training**

- Attend BCHD orientation and training with supervisor and staff to perform key functions of role
- 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**

- Participate in scheduled performance evaluations with supervisor to discuss progress and engage in bi-directional feedback to enhance member experience and performance.
- Complete time sheets in AmeriCorps portal each week and submit monthly summary of hours in BCHD's volunteer portal.

**COVID-19 Policy/Guidelines**

- BCHD follows all Los Angeles County and Cal OSHA guidance for workplace settings, which may require masking as directed