

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

Title: Community Outreach Assistant

Start Date: May 30, 2024

End Date: May 29, 2025

Program: Public Health AmeriCorps

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 Community Outreach Assistant will work collaboratively with other SoCal PICRT staff to

assist with all activities as it relates to Health Outreach, Education, and Systems Navigation to resources with attention on the social determinants of health for Native Hawaiian and Pacific Islander (NHPI) families. This is a project of the Southern California Pacific Islander Community Response Team (SoCal PICRT) working to promote health equity for NHPI communities in Los Angeles County.

Description of Duties

- Navigate – assistance, linkage, referral – community members through systems and resources as identified for community members.
- Assist in coordinating health outreach, education, and communications strategies to include community newsletter, online seminar, social media, text banking, and website content development and maintenance.
- Assist in coordinating COVID-19 testing sites and vaccination clinics
- Participate in community outreach events addressing social determinants of health, including general health education, mental health, and environmental justice
- Assist in developing strategies and processes for resource navigation and coordination.
- Participate in community meetings, events, conferences, and relationship-building activities.

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/