



CHCANYS Public Health AmeriCorps Host Site Information Session



AmeriCorps

AmeriCorps is a civil society program supported by the U.S. federal government, foundations, corporations, and other donors engaging adults in public service work with a goal of "helping others and meeting critical needs in the community."



COMMUNITY
HEALTH CARE
ASSOCIATION
of New York State

chcanys.org

AmeriCorps & Center for Disease Control (CDC)



**New York State Commission on National
and Community Service**



CHCANYS



Health Center Host Site



AmeriCorps



**Commission on National
and Community Service**



**COMMUNITY
HEALTH CARE
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chcanys.org



CHCANYS Public Health AmeriCorps

Help meet the public health needs of local communities by providing capacity and support in state and local public health settings and advancing more equitable health outcomes for communities who are currently or historically underserved.

Provide pathways to good quality public health-related careers through onsite experience, training, and more, with a focus on recruiting AmeriCorps members who reflect the communities in which they will serve.

Public Health AmeriCorps will recruit, train, and develop the next generation of public health leaders.



AmeriCorps is a Direct Service Program

Care Coordination

- Schedule patients for vaccine appointments.
- Conduct pre-visit screenings and assist patients in completing required forms.
- Reminder phone calls and follow up with patients.
- Referrals to health center programs and outside treatment.
- Outreach to patients lost to care
- Open Notes and patient portal

Health Education and Community Outreach

- Vaccine education to families and individuals
- Distribution of COVID-19 test kits
- Nutrition education and food distribution
- Narcan training and distribution



Program Timeframe:

- 10-month term starting in Fall 2022
- 1700+ program hours (combined service and training hours)
 - 8 hours a day / 40 hours per week

Member Benefits:

- Living allowance \$26,000 (Before taxes)
- Education award \$6,495 (Before taxes)
- Health Insurance
- NYC: MetroCard (30 days)
- Outside NYC: Travel Reimbursement
- Educational Loans Forbearance
- Member Training and Professional Development
- Childcare benefits



CHCANYS AmeriCorps Member Training & Professional Development:

- AmeriCorps Pre-Service Orientation
- Host Site Orientation
- Health Equity trainings (Managing bias, harassment and discrimination prevention, LGBTQ sensitivity, disability awareness, cultural humility)
- Harm Reduction and Reducing Stigma
- Narcan Administration training
- Screening, Brief Intervention and Referral to Treatment (SBIRT) certification
- Motivational Interviewing and Group Facilitation training
- CHCANYS Virtual Conference
- NYS AmeriCorps Service Summit
- Cornell University Public Health Essentials certificate course



Cornell University – Public Health Essentials Training

General Information:

- Self-paced online training
- Offers an introduction to many core parts of public health and helps equip learners from diverse professional and educational backgrounds with tools and skills for success
- Enrollment at no cost to AmeriCorps members (\$3,600 value)
- Enrollment opportunities for Site Supervisors

Benefits to AmeriCorps Members:

- Peer and mentor network
- Experience implementing the Core Functions of Public Health: Assessment, Planning, Assurance
- Understanding of possible next steps, role in the public health workforce
- [Public Health Essentials](#) Certificate



Becoming a Health Center Host Site

Develop a Member Position Description

- Public Health AmeriCorps Position Description template
- Tailored to your health center and community needs
- Aligned with the program's Direct Service activities
- Defined roles and responsibilities
- Adheres to program rules and regulations



Prohibited Activities:

CHCANYS AmeriCorps Members or **staff members charging time to the AmeriCorps grant may NOT** participate in any of the following activities:

- Attempt to influence legislation
- Conduct voter registration drives
- Organize or engage in protests, petitions, boycotts, or strikes
- Assist, promote, or deter union organization
- Engage in partisan political activities or other activities designed to influence the outcome of an election
- Participate in, or endorse, events or activities that are likely to include advocacy for or against a political party, platform, candidate, proposed legislation, or elected officials
- Provide abortion services or make referrals for such services



AmeriCorps members may not provide a direct benefit to:

- A for-profit entity;
- A labor union;
- A partisan political organization; or
- A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26
- Engage in religious instruction, conduct worship services; construct, operate, or manage facilities devoted to religious instruction or worship; engage in any form of religious proselytizing
- An organization engaged in the religious activities described earlier, unless Grant funds are not used to support the religious activities



Employee Displacement & Duplication

Remember that an AmeriCorps Member is **NOT**...

- an employee of the placement site, CHCANYS, or CNCS
- is not to be confused with a community volunteer
- is not to be confused with an intern or student

CHCANYS AmeriCorps Members may not displace or duplicate the service provided by an employee or volunteer:

Members are **not** allowed under **any** circumstances to:

- perform employee's duties or otherwise displace employees
- fill in for an absent employee or volunteer
- perform services, or activities that had been assigned to an employee or volunteer or duties assigned to an employee or volunteer who has recently resigned or been discharged for any reason



Member Service Activities

Opioid Response Coordinator

- Conduct intake sessions and assessments for SUD patients
- Provide health education and promote overdose prevention
- Organize and promote opioid related workshops and trainings i.e. naloxone administration training for at-risk patients and family members

Vaccine Support Coordinator

- Assure patients complete all forms prior to seeing the nurse for vaccination.
- Schedule the patient's appointment for the second vaccine as defined by Vaccine's packages insert.
- Provide general information about COVID-19, the vaccine, and direct patients to the Centers for Disease Control and New York State Department of Health websites for information.



Member Service Activities

Food Pantry Coordinator

- Coordinate food pantry efforts, including registration, food security assessments, and assist with distribution efforts.
- Handle deliveries and donations to the food pantry and sort food and supplies for scheduled pickups and deliveries.
- Pack food bags and sort food and supplies for distribution.

Community Health Initiatives

- Help patients determine Medicaid eligibility and enroll in Medicaid.
- Assist with needs assessments, patient satisfaction surveys, and focus groups as needed.
- Provide health education to patients at the health center through tabling and materials dissemination, and group facilitation and presentations.



Member Service Activities

Health Education and Literacy

- Assesses individual patient's needs, consults and recommends appropriate health education resources/services.
- Responds to questions relating to health issues, providing relevant information and/or referring person to appropriate source.
- Conducts basic presentations (non-clinical) on health education member resources.

Telehealth Patient Navigator

- Provide technical assistance to clients and staff on how to navigate health center's telehealth platforms.
- Call patients to confirm and get consent for telehealth visits prior to their appointments.
- Coordinate with office staff the clinician's and providers' schedules for those patients that will be seen through via telehealth.



Member Service Activities

Social Determinants of Health

- Distribution of food and emergency supplies, such as essentials for Mothers-in-need, and toys and clothes for children and families.
- Reach Out and Read coordination.
- Referrals to programs, linkage to public and social services, job search resources.

School-Based Health Educator

- Make classroom presentations, videos, informative remote materials, etc., regarding health center services and various health topics.
- Conduct school, community, and parents outreach activities regarding a variety of health issues.
- Nutrition, physical fitness, and healthy lifestyle coaching.



Becoming a Health Center Host Site

Identify a Site Supervisor

- Oversees implementation of the AmeriCorps member position
- Role in member recruitment process
- Responsible for member supervision and support
- Ensure that Members are not participating in prohibited activities, including duplicating duties of employees or displacing employees
- Sign timesheets and perform member evaluation
- Participates in Site Supervisor Orientation



Site Supervisors are expected to....

- Be involved in the development of the Member assignment
- Provide a suitable workspace, needed equipment, and supplies
- Provide Members with site orientation, site specific expectations (lunch breaks, dress code, etc.) and assignment-specific training needed to carry out assigned tasks
- Supervise day-to-day performance and evaluate the Member at mid-term and end of term performance
- Schedule one on one check in meetings with the Members
- Approve Member timesheets and service reports in a timely manner
- Provide growth opportunities, support, and mentoring to Members
- Educate site staff about CHCANYS AmeriCorps and the role of the Member



Member Recruitment Process

1. Where do we look for members?

- AmeriCorps portal (my.americorps.gov)
- College career services/sites (NYC & NYS)
- Referrals from health centers

3. Interviewing applicants:

- CHCANYS performs initial screening interview
- Host site performs second interview

2. What do we look for?

- College graduates
- Public health background
- Related experience in the field
- From the community
- Passion for service

4. Selection:

- Host Site selects which applicant to extend an offer to



Becoming a Health Center Host Site

Host Site Agreement and Invoicing

- \$13,500 per AmeriCorps member hosted
 - One-time fee
- Host Site Agreement signed during recruitment
- Invoice due after member starts service





NEW YORK STATE AMERICORPS MEMBER POSITION DESCRIPCION

Member Position / Title: Assistant Vaccine Coordinator

Member Immediate Supervisor Name:
Fabrice Tony

Position Start Date:
Rolling

Member Immediate Supervisor Title:
Lead Nurse

Position End Date:
Rolling

Days / Hours of Service:

Monday through Friday. 9AM to 5 PM. Some Saturdays may be required for vaccination events.

Host Site Agency Name: Heritage Health and Housing, Inc.

Address: 1727 Amsterdam Avenue

Address 2: 3rd and 4th Floor

City: New York, NY

Zip Code: 10031

Organization/Agency Mission and/or Goals:

Heritage Health and Housing, Inc. provides health care, housing, and a wide range of social and support services within a community of healing in each of its operating venues.

Our federally-funded community health center, Heritage Health, delivers highly effective and quality services in a learning environment of excellence and caring. Heritage marshals the efforts of its board, staff, patients, and clients and uses all available resources to expand its services—in accordance with its core values and expertise—to fill gaps in needed programs, to enhance community, social and economic empowerment and to train clients for adaptability.



Core services are delivered with sensitivity, compassion, integrity, responsibility and accountability irrespective of race, religion, color, or national origin.

Program Mission and/or Goals:

Our community in West Harlem has been hard hit by the pandemic. Our mission as a federally-funded community health center is to provide healthcare to those in need. During this pandemic, we have offered medical care and COVID-19 testing. Now, the vaccine for SARS-CoV-2 is available. We will be offering it to our patients and *all* members of the community. There will be barriers, and there may be vaccine hesitancy. Our goal is not simply to offer the vaccine. We must overcome the barriers, educate those who are hesitant and fearful, and offer hope for a healthier life.

Community Need:

West Harlem has traditionally been an African-American community, but we find now that 30% of our patients list Spanish as their primary language. These are the two groups of people who have had and continue to have higher infection rate, higher rates of hospitalization, and higher rates of death from SARS-CoV-19. Vaccination is essential to protect the members of the community, and by extension, their families, and the surrounding communities.

Member Position Summary:

The Assistant Vaccine Coordinator reports directly to the Lead Nurse and acts as an administrative support person for the Heritage Health and Housing, Inc. ("Heritage") SARS-CoV-2 ("COVID-19") Vaccine Project.

The AVC will be an integral and vital part of the COVID Team to roll-out the COVID vaccine to our patients and members of the community. The AVC will be involved in planning and implementation, patient education to reduce vaccine hesitancy, refining the logistics of administering the vaccine and follow-up of patients after vaccination. The AmeriCorps member in this position will play a critical role in ensuring that all Heritage patients as well as community members, have access to health education literature to make an informed decision to accept this potentially life-saving vaccination.

Necessary Training or Training Plan to be implemented prior to Member Placement:

HIPAA
Basic Life Support (BLS).

Member Impact:

The Assistant Vaccine Coordinator has the opportunity to not only be part of a fast-paced team, but also to be part of the development of that team as it changes to meet the demands of an everchanging pandemic. It is an opportunity to have a positive impact on the residents of West Harlem who were devastated by this virus. It is an opportunity to build trust with members of the community and an opportunity for tremendous growth.



Essential Functions of the Position:

- Assist with the logistics of vaccinating large numbers of patients efficiently.
- Assure patients are scheduled appropriately in the electronic medical record (“EMR”) so that screening is performed in advance of the in-person appointment for the vaccine when possible,
- When screening is not performed in advance of the vaccination visit, assure that screening is performed prior to vaccination,
- Assure patients are activated in the EMR Citywide Immune Registry (“CIR”) prior to vaccination,
- Manage workflows to reduce crowding
- Assure patients complete all forms prior to seeing the nurse for vaccination,
- Assist patients who need assistance completing forms
- Schedule the patient’s appointment for the second vaccine as defined by Vaccine’s package insert,
- Assist in completing vaccination reports for the New York State Department of Health
- Count inventory and maintain Personal Protective Equipment (“PPE”) Excel file log in order to calculate “burn-rates”
- Provide general (not clinical) information about COVID-19 and direct patients to the Centers for Disease Control and New York State Department of Health websites for information,
- Attend meetings and trainings pertaining to COVID-19 vaccination,
- Complete the CDC vaccine storage and handling education webinars,
- Remain current with COVID-19 data on the websites of the Centers for Disease Control and New York State Department of Health,
- Adhere to confidentiality and HIPAA guidelines.

Required Knowledge, Skills, and Abilities:

- Extremely organized and able to adapt to changing situations,
- Flexible, friendly, and calm demeanor,
- Comfortable talking with a range of community members over the phone,
- Ability to work independently and as part of a team,
- Ability to achieve a basic level of competency in the electronic medical record,
- Interest in community health, medicine, nursing, epidemiology, or science,
- Bilingual in English and Spanish preferred.

Required Academic and Experience Qualifications:

Bachelor’s degree preferred. Associate Degree acceptable.

Does the AmeriCorps member serving in this position have recurring access to vulnerable populations?

No Yes



Questions?



CHCANYS AmeriCorps Members



<https://www.chcanys.org/chcanys-ameri-corps-host-sites>



Contact Us

Our job is to assist you and the members throughout the year of service. Please contact us with any questions or concerns.

CCHC Staff	Phone number	Email
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