## A. MEMBER POSITION DESCRIPTION

### PROJECT COORDINATOR- IOWA PUBLIC HEALTH WORKFORCE DEVELOPMENT COALITION

<table>
<thead>
<tr>
<th>Member Name:</th>
<th>Start &amp; End Dates:</th>
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<tbody>
<tr>
<td>Program Name: Iowa Community Corps</td>
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<tr>
<td>Service Location: Iowa Public Health Association</td>
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<td>Member Term: Reduced Half Time</td>
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<tr>
<td>Living Allowance: $8,201</td>
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### Connection to Purpose and Goals of AmeriCorps Program:*

The Iowa Community Corps AmeriCorps program helps build strong communities by responding to public health needs through food security and resource navigation efforts. Iowa Community Corps members support community-based organizations by improving the capacity, quality, and cultural competency of the services they provide. Iowa Community Corps members also build human infrastructure for organizations through volunteer and community engagement. Lastly, Iowa Community Corps members receive training and professional development to help build a strong workforce of Community Health Workers in Iowa.

Public health workers are essential to providing resource navigation within the healthcare system. Public health workers connect individuals to public health resources that address social determinants of health including access to food, healthcare, and other assistance programs. The Iowa public health workforce is strained and in need of strategic coordination. The Public Health Workforce Development Coalition is a new coalition being developed by the Iowa Public Health Association following a statewide environmental scan (2019 - 2020) and subsequent action plan (2023).

The goal of this AmeriCorps service opportunity is to launch and manage the Iowa Public Health Workforce Development Coalition. The Member’s service will include coordinating and implementing the strategic activities of the Coalition, overseeing daily operations, building relationships with members of the coalition, and communicating the work of the coalition to members, the public, and the public health workforce. The Coalition will be composed of professionals from public health, healthcare, academia, and community-based organizations. The AmeriCorps member will gain professional development and a network of public health connections by the end of their service term.

### Description of anticipated service schedule:

Member will serve an anticipated 21 hours per week over 36 weeks. Member may serve between the hours of 8:30am-4:30pm, Monday thru Friday. Member may serve evenings and weekends as needed and agreed upon.

Member may not serve hours on New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. This includes checking emails, self-directed training, or teleservice. Specific service may be allowed if the program or host site has a planned event and prior approval is received from Volunteer Iowa.

Sick or personal days are allowed, but member loses possible days to earn the required number of hours needed to successfully complete the term of service. There are additional benefits offered if the member has a compelling personal circumstance.

### Iowa Community Corps - Related Service Activities:

- Attend program orientation and monthly training/check-ins with AmeriCorps Program Planner
- Complete the Community Health Worker Professional Training Program
- Submit monthly progress report to ensure Community Health Worker Professional Skills program completion
- Submit mid and final term evaluation reports
- Submit timesheets within three days of the end of the pay period
- By the end of your term, create a sustainability plan that summarizes your capacity building activities and lays out a plan to sustain them after your exit from the program.

### Position/Site Specific Member Service Activities
- Train with Host Site Supervisor to develop a systems level understanding of health equity and public health strategy and infrastructure
- Develop effective Coalition recruitment and communication strategies; establish and maintain effective relationships with Coalition members and organizations interested in workforce development
  - Present Coalition framework and strategic plan to professional groups to assess public health landscape and recruit Coalition members
  - Coordinate and facilitate monthly Coalition meetings (monthly)
  - Maintain written and verbal correspondence with Coalition members between meetings
  - Provide monthly meeting minutes and progress reports to Coalition members and others
  - Meet with Coalition members upon request
- Develop/implement an education and outreach plan to communicate the need for public health workers, barriers to workforce development, activities of the Coalition, and strategies to strengthen the public health workforce
  - Attend the Public Health Conference of Iowa to network with public health leaders and assess workforce development needs (March)
  - Collaborate with IPHA staff to develop survey and interview questions for public health graduates and professionals
  - Survey a minimum of 30 current and recent public health graduates on career aspirations, limitations, and geography (Feb – March).
  - Interview a minimum of 10 key stakeholders to assess workforce development needs and barriers (February – March).
  - Develop and provide a minimum of 3 professional development learning opportunities (ie. Webinars, presentations, workshops) based on findings from the above activities (June - September). IPHA staff will provide training and assistance to develop learning opportunities with member.
  - Cross-reference workforce data on Iowa’s demographics to assess equity gaps (April – May). Present findings to the Coalition. IPHA staff will provide training and assistance to assess equity gaps.
- Develop and document procedures to maintain and improve the Coalition operations
  - Utilize a project management system for maintaining documents and tracking Coalition progress
  - Collaborate with IPHA staff to assess equity indicators (e.g. APHA health equity toolkit, Human Impact Partners’ health equity guide) and develop a health equity framework within the Coalition strategic plan (February – March)
  - Provide monthly reports to be included in the Staff Report to the IPHA Board of Directors
  - Track time and resources required to manage the Coalition to develop sustainability plan
- Members may engage in other allowable activities that are not specifically outlined in the position description, but that support the AmeriCorps program design, and which will help the Program meet its goals. Under no circumstances will members be asked to perform prohibited activities.

Desired Skills/Qualifications:
- Knowledge of Microsoft Office and Google suite
- Basic social media skills
- Ability to lift 50 pounds
- Access to reliable transportation
- Commitment to the principles of public health, including vaccination

Eligibility Criteria:
- Be 18 years or older at the start of service (no upper age limit)
- Pass a national service criminal history check prior to first day of service
- Hold one of the following citizenship statuses: US citizen, US national, or Lawful Permanent Resident
- Certify that they have or will obtain the diploma/GED
Benefits:
- Education Award received upon successful completion of their term of service.
- Living Allowance
- Community Health Worker Certification upon successful completion of Community Health Worker Professional Skills Training Program
- Student loan forbearance and interest payments for eligible loans

Performance Evaluation & Reporting Requirements:
- Two Member Performance Evaluation requirements during the term
- Regular submission of member timesheets
- Submission of Sustainability Plan
- Submission of Community Health Worker Training Progress Reports

AMERICORPS PROGRAM CONTACT INFORMATION & SIGNATURES

Program Contact Name: 
Mailing Address: 
Email & Phone Number: 

_____________________________________  _____________________________________
Member Signature  Program Representative Signature

_____________________________________  _____________________________________
Date                                          Date