2022-2023 NYCHA Health Corps Member Position Description

Host Site Name: NYC Health + Hospitals, Office of Nutrition and Lifestyle Medicine

Position Title: Community Programming Member

Location: 50 Water Street, New York, New York, 16th Floor

Tentative Schedule: Monday – Friday 9am-5pm (In-person on Tuesdays & Thursdays)

# of member Slots in this Position: 1

Need for the specific project on which AmeriCorps Member is serving:

The Plant-Based Lifestyle Medicine Program at NYC Health + Hospitals is an interdisciplinary program to reduce cardiometabolic risk through evidence-based lifestyle changes – including a healthful plant-predominant diet, increased physical activity, improved sleep health, and stress reduction, avoidance of risky substances, and social connection. The program has experienced great success at NYC Health + Hospitals/ Bellevue and is actively expanding to six more sites within the enterprise, including Jacobi, Lincoln, Woodhull, Kings County, and Elmhurst hospitals, as well as Gotham Health Vanderbilt. The community engagement member will work to enhance the establishment of partnerships with community-based organizations, help to increase program awareness to community members such as NYCHA residents, and leverage the patient access processes at the aforementioned facilities.

Expectations and Goals for the specific project on which AmeriCorps Member is serving:

Work with supervisor to support health promotion initiatives by:

- Assisting with the design and content development for the program website
- Secure at least one community-based organization’s partnership for all seven facilities
- Conduct flyering at partner sites to augment program awareness
- Plan the launch parties for each facility

Member Position Summary:

We expect that the member will be on-site approximately 40% and working remotely 60%. The member time will be attending community/ patient advisory board meetings to facilitate brief discussions – using specific questions - that produce feedback to guide the program structure at each site. Using a roster of CBO’s to fulfil

Detailed Tasks:
- Partner with program leads to print and disseminate program resources across all launched program sites
- Support the awareness of the program by flyering within Primary Care practices
- Collaborate with the program leads to provide logistics support for site launch events – vendor research, event setup, and attendee outreach
- Attend facility PAC / CAB meetings, activity taking notes, to support feedback gathering to expand program awareness to communities such as NYCHA
- Coordinate the materials needed to keep the program website current – will involve writing, minor editing, and holding interviews with people to develop content.
- Assist with community engagement projects

**Required Skills for AmeriCorps Members (set for all program members):**

- Strong commitment to national service and the mission of the host site
- Desire to work in the non-profit sector
- Desire to serve with diverse communities
- Excellent organizational and communication skills
- Ability to conduct community outreach and make presentations to community groups
- Willingness to take initiative to achieve goals
- Strong project management/multi-tasking abilities
- A clear plan for living on the AmeriCorps stipend in New York City
- Availability to lead and/or attend events during evening and weekend hours (frequency varies by position)
- Minimum high school diploma or equivalency
- Ability to pass a criminal background check
- US Citizen or lawful permanent resident (AmeriCorps regulations)

**Preferred Academic or Experience Qualifications, Knowledge, Skills, and Abilities:**

- Meet the AmeriCorps member prerequisite guidelines
- Experience using Microsoft Suite (preferred)
- Interest in health promotion through community engagement
- The ability to conduct general online research and report findings
- Comfortable with in-person contact and public speaking
- Willingness to participate in occasional travel around the City

*Please note: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved in advance by NYC Service.*