2022-2023 NYCHA Health Corps Member Position Description

Host Site Name: NYCHA Health Initiatives

Position Title: Project Associate for Healthy Start @ NYCHA

Location: 90 Church Street, New York, NY 10007

Tentative Schedule: 9:00am-5:00pm Monday-Friday

# of member Slots in this Position: 2

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

Healthy Start @ NYCHA is a new program designed to create safer homes for pregnant families and newborns. Healthy Start will identify and address potential hazards in the apartments of expecting families. The most vulnerable time for adverse effects of environmental hazards is during fetal and early postnatal development.

The program’s target outcome is to prevent the problems associated with such hazards. The program will provide assessments to evaluate the condition of apartments for key environmental hazards such as lead, mold, pests, asbestos and 5ALIVE (alarms, ledges, info on fire safety, volts, and entrance).

The goal is for Healthy Start units to be prioritized with the aim of addressing identified hazards prior to the arrival of the new family member. Through partnerships with City agencies and non-profits, the program will also provide connections to additional resources such as newborn home visiting programs. The program will also promote education on best practices for maintaining a hazard-free environment to growing families.

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

Project Associates for Healthy Start @ NYCHA will take part in resident outreach efforts such as tabling and canvassing to encourage community engagement and awareness of Healthy Start. Associates will also support development and promotion of wellness-driven events that connect resident to health resources. Lastly, project associates will coordinate environmental hazard safety apartment inspections and help develop and implement evaluation plans.

Member Position Summary:

The Members will receive an introduction to our department and have structured opportunities to help design and execute an action agenda that advances health equity through work at the intersection of health, housing and preventive health. Time will be 25% in the field, with 75% in-office coordination work. Fieldwork can include distribution of educational resources via tabling,
Healthy Start event participation and attending resident forums when appropriate. Coordination of events will include brainstorming ideas with our team, identifying speakers and resources and supporting day-of event execution. Associates will support efforts like environmental hazard safety apartment inspections and help develop and implement evaluation plans.

Associates will also play a key role in getting resident feedback via surveys, wellness calls and mail distribution.

Detailed Tasks for Both Positions Below:

**Project Associate (Logistics)**
1. Schedule and coordinate all environmental hazard safety apartment inspections for families who have disclosed pregnancy.
   a. Currently 458 families have disclosed pregnancy, with the expectancy of 700 more for the next fiscal year.
   b. Coordinate the apartment inspection schedules for the 8 inspectors on board.
2. Conduct workorder analysis on Maximo software system prior to the apartment inspection.
   a. Analysis includes a history of workorder over the past 2-years.
3. Track and record all workorders needed post apartment inspections and provide an analysis of any persistent reoccurring environmental hazards within the unit.
4. Assist with program planning throughout the year.
5. Contribute to the development of the Healthy Start toolkit for Residents and for TA Presidents.
6. Participate in the overall Healthy Start community outreach plan.
7. Assist with other program initiatives as needed.
8. Assist with data collection and program evaluations

**Project Associate (Research)**
1. Work closely with the Project Manager on developing the building and research of the Community Based Participatory Research (CBPR) evaluation component to the overall program.
   a. Participate in the planning of collecting qualitative/quantitative data from residents
   b. Collect and track all qualitative/quantitative data
2. Participate in the development of a Needs Assessment for residents.
3. Assist with the improvements in connecting residents to resources that are beyond the scope of Healthy Start.
4. Review program documents involving: collecting meeting minutes, attendance lists, tracking forms, and program reports.
   a. The documents are used to evaluate program implementation and outcomes.
5. Schedule meetings with the Evaluation Board.
6. Assist with Talking Circles support group planning and tracking.
7. Serve as a liaison between Evaluation Board and the Healthy Start program.
8. Assist with event planning throughout the year.
9. Participate in the overall Healthy Start community outreach plan
10. Assist with other program initiatives as needed.
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 foundation in 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:

- Personal experience living and/or working within NYCHA preferred
- Passion for advancing health equity and community wellness
- Strong attention to detail
- Ability to problem solve / help identify and build solutions with empathy and respect

* 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.