2022-2023 NYCHA Health Corps Member Position Description

Host Site Name: Northern Manhattan Perinatal Partnership, Inc. (NMPP)

Position Title: Community Initiative Specialist

Location: 127 West 127th St, 3rd FL, New York, NY 10027

Tentative Schedule: Monday – Friday 9am – 5pm, 2 Saturdays and/or 1 Evening a month

# of member Slots in this Position: 4

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

Northern Manhattan Perinatal Partnership, Inc. (NMPP) a maternal and child health agency located in Central Harlem seeks a Community Initiative Specialist (CIS) for its Greater Harlem Healthy Start (GHHS) and Healthy Family NY Central Harlem (HFNYCH) Parent Engagement Project (PEP). The goal of NMPP is to assist women of childbearing age have healthy birth outcomes and to assist families with challenging issues.

The goal of GHHS & HFNYCH is to support families in achieving a healthy baby, and in reducing infant mortality and morbidity including preventing child abuse and neglect through the promotion of child health and development, positive parent-child interaction and family self-sufficiency. Intensive home visiting services are provided to families that are pregnant or have children under 18 months.

This position offers the opportunity to serve as a key member of NMPP and would be expected to establish trusting relationships with families from diverse backgrounds, such as NYCHA communities. The Member will be instrumental in the project development and implementation of several parent-led initiatives that would serve approximately 30 parents/families utilizing evidence-based preventive and early intervention curricula to work with families on positive birth outcomes, strengthening the parent child relationship, enhancing parenting skills, supporting child health and development and meeting educational and vocational goals. The Member would also be expected to engage with community-based providers and to perform project specific duties such as outreach, interpretation, data gathering, and reporting.

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

Under the direction of the Program Director, the Community Initiative Specialist (CIS) will assist with the Parent Engagement Project (PEP) related duties/task and is expected to follow the
guidelines of NMPP agency. PEP is an initiative to improve the Parent-Provider relationships within NMPP for parents to be the change agents and mentors for the parents within the community to improve the program for the community.

**Parent Engagement Project (PEP) Goals:**

1. Strengthen parents as their community’s primary educators and nurturers.
   a. Engage 10 parents by June 2023 to be alumni mentors to 10 parents.
2. Assist parents as connected, supported members of the community.
   a. Engage 10 parents by June 2023 to be active support group leaders/facilitators.
3. Empower parents as community advocates and leaders.
   a. Engage 5 parents by June 2023 to be active HCAN-BBZ leaders/facilitators.
   a. Engage 5 parents by June 2023 to be active PEP advocates/leaders.

**Member Position Summary:**

The Member will plan and implement parent engagement project activities for NMPP. This will include developing and implementing PEP and participating in the daily activities of the PEP Project. The Member will assist with the coordination and support of direct services provided by Greater Harlem Healthy Start and Healthy Families Central Harlem, in the hope of better serving NYCHA developments and all surrounding communities.

**Detailed Tasks:**

- Facilitate parenting educational groups and parent leader training sessions.
- Develop a database and conduct data entry for community activities.
- Conduct street/creative outreach in order to recruit participants and community partners.
- Prepare program flyers and promotional items for events as well as assist with development of presentations as needed including prenatal workshops for families.
- Update and maintain the program’s electronic resource and support the program in locating new community resources and partners.
- Assist at program events and coordinating/purchasing refreshments and room set up for groups and workshops.
- Coordinator conducts and/or engage families in educational, support groups and program events.
- Enters/run data for program sites for project evaluation, tracking and e-mailing. Distributes weekly, monthly, and quarterly data reports for supervisor and responds to data-related inquiries.
- Supports Program Director in facilitating program Quality Assurance initiatives
- Conduct client satisfaction telephone surveys.
- Pick up and drop off donations and participant incentives (with NYC Service Approval)
- Tasks percentages may shift over a period of time (example: October - CIS are expected to be 80/20 office time to field outreach/engagement. February – CIS are expected to be 70/30 office to field outreach/engagement.)
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:

- Bilingual preference: be fluent in both English, Spanish and/or French.
- Willingness to work with or provide services to high-risk or low-income children and families in a community setting.
- Willingness to learn and adapt to changing environment
- Able to observe and report accurately on the functioning of individuals and families.
- Ability to communicate effectively both in verbal and written contexts.
- Comfortable with remote technology such as ZOOM, Google Suite and Microsoft Suite (excel, forms, publisher, etc.)
- Comfortable working in an environment and discussion public health topics such as human anatomy, sexual health, breastfeeding, diaper changing, etc.
- Highly motivated and self-driven individual
- While performing the duties of this position, the position regularly requires sitting, standing, walking, climbing stairs, reaching with hands and arms, talking, hearing, and using both close and distant vision; and may need to carry 20 pounds of materials for participants

Note that all applicants will be subject to a criminal and child protective services background check.

*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.