2022-2023 NYCHA Health Corps Member Position Description

Host Site Name: NYCHA Emergency Management and Services Department

Position Title: Emergency Preparedness Health Corps Member

Location: 24-02 49th Avenue, LIC, NY 11101, 4th Floor

Tentative Schedule: 8AM-4PM or 9 AM – 5 PM, M-F (potentially some weekends)

# of member Slots in this Position: 1

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

The Emergency Management and Services Department (EMSD) is charged with responding to all emergencies and hazards impacting essential services and day-to-day operations, to include large-scaled disasters. EMSD accomplishes this responsibility by creating the framework needed to reduce NYCHA’s vulnerability to hazards and building resilience in its residents, staff and other stakeholders to recover from potentially disruptive events.

EMSD consists of subcomponents that are tasked with specific responsibilities within the emergency management purview to include community outreach. Within the community outreach purview, staff are responsible for ensuring that NYCHA’s residents are provided with the knowledge, trainings, tools and resources required to be prepared for most, if not all hazards and emergency incidents that could adversely impact them.

The AmeriCorps member will be serving to assist with a project to enhance outreach to residents to help them prepare for the health impacts of seasonal and other hazards. The Preparedness Unit, with the Member’s assistance, will develop a curriculum for outreach and presentations across multiple platforms for residents, Authority-wide.

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

The expectation of the Emergency Preparedness Health Corps Member is to assist the Emergency Management and Services Department in ensuring that as many NYCHA residents as possible are reached while the Member is serving with the Preparedness unit, so that we can achieve our goal and commitment to our residents in ensuring that they are prepared for any emergency or hazard.

The AmeriCorps Member’s goal will be to develop a full curriculum of seasonal and hazard-specific emergency preparedness material. This material will focus on the hazard’s impact to residents’ health and well-being, and strategies to prepare and mitigate the impacts of these
hazards. The curriculum material will be utilized for both social media and other outreach campaigns to promote preparedness, and for developing presentations for residents. The Member will be responsible for developing presentations of the curriculum material to give to residents, both in-person and virtually.

The AmeriCorps Member will also be responsible for developing and maintaining relationships with internal and external community partners to expand the capacity of the Preparedness unit to deliver information to residents.

The AmeriCorps Member will also assist with additional projects including: working groups for safety and preparedness outreach, and outreach to vulnerable populations. The Member will also assist in any Emergency Operations Center activations to ensure the safety and well-being of our residents.

Member Position Summary:

Reporting to the Emergency Management Program Manager, the NYCHA Health Corps Member will support the goals of the community outreach program.

Detailed Tasks:

The Emergency Preparedness Health Corps Member duties will include:

- Coordinate with NYCHA departments, tenant association presidents, community center directors to facilitate space to conduct trainings, and create training schedules at each of the developments in the NYCHA portfolio. 20% of time
- Prepare for and participate in outreach events and set up information tables for residents. 10% of time.
- Create and/or implement emergency preparedness training material designed for NYCHA residents. 30% of time.
- Create and coordinate with partner entities to deliver emergency preparedness trainings, workshops, and materials to NYCHA residents. 20% of time.

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:

• Proficiency in a language in addition to English (preferably Spanish, Chinese, or Russian)
• Proficient with Microsoft office applications (Word, Excel, Access, Project, Power Point, Teams, Forms)
• Excellent verbal and written communication skills.
• Excellent conceptual, organizational, and coordination skills.
• Prior experience with conducting presentations, public speaking, and/or community relation engagements
• Works well within a team structure.
• Ability to work in a high-pressure environment and under stringent deadlines.
• Ability to manage multiple assignments and handle sensitive information
• The ability to engage in public speaking, conduct trainings and deliver presentations.
• Ability to work non-business hours including weekends and holidays during emergency activation and participate in drills, exercises, presentations, and community events.

Optional preferred qualifications:

  o Completion of FEMA ICS or CIMS 100, 200, 700 and 800 emergency management training.
  o Demonstrated knowledge of New York City’s emergency management landscape (CIMS)
  o Possession of a valid driver’s license and the ability to drive.
  o Prior experience creating training materials, presentations
*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.