

## NATIONAL ASSOCIATION OF CHRONIC DISEASE DIRECTORS Public Health AmeriCorps (Oklahoma) Service Opportunity II

### POSITION OVERVIEW:

**Position Name:** NACDD Public Health AmeriCorps Service Member  
**Position Type/Hours:** Three Quarter Time/1200 hours  
**Service Location:** Oklahoma State Department of Health  
123 Robert S Kerr Ave, Oklahoma City, OK 73102

**Living Allowance:** \$10,592.00  
**Education Award:** \$4,546.50  
**Total Award:** \$15,138.50

### PROGRAM PURPOSE:

The National Association of Chronic Disease Directors (NACDD) is a national public health non-profit agency focused on the health of the public by strengthening state and national leadership and expertise for chronic disease prevention and control. NACDD's core membership is composed of the 58 State and Territorial Health Department Chronic Disease Directors and their staff who protect the health of the public through primary and secondary prevention efforts and work "upstream" on root causes of chronic conditions. NACDD promotes health and reduces the burden of chronic disease through various programs and initiatives in collaboration with the Centers for Disease Control and Prevention's (CDC) Division of Nutrition, Physical Activity, and Obesity and the Division of Population Health, and a team of nationally recognized experts.

To enhance public health resources across the country and support state and local public health settings respond to and recover from the COVID-19 pandemic, the Public Health AmeriCorps (PHA) program supports the recruitment, training, and development of the next generation of public health leaders. In partnership with a State Health Department or similar agency, local health department(s) or other community-based organization(s), and/or a local YMCA or YMCA State Alliance, Service Members will be placed across fifteen states to advance existing efforts around food and nutrition security, safe physical activity access, social connectedness, and health equity, all within the context of the impact of the COVID-19 pandemic.

### SPECIFIC SERVICE FUNCTIONS AND RESPONSIBILITIES:

PHA Service Member will support the Oklahoma State Department of Health's Community Analysis and Linkages Department's **Food Insecurity efforts**. Oklahoma State Department of Health's mission is to "To protect and promote health, to prevent disease and injury, and to cultivate conditions by which Oklahomans can thrive." The Service Member will coordinate internally and externally with key partners to conduct research into the specific, evidence-based actions that various non-traditional partners can take to help alleviate food and nutrition insecurity (i.e. businesses, local governments, schools, congregations, etc.), compile recommendations and develop materials/guides, assist in the development of a dissemination plan for said materials/guides, and disseminate the materials/guides to educate these organizations on the importance of these actions. The general responsibilities of the Service Member include:

- Development and implementation of technical assistance materials for local partners related to food policies and nutrition security
- Compilation of information and development of resources about the importance of access to healthier foods in high burden communities to share with state and local partners
- Compilation and review/analysis of relevant data and research necessary to advance state-level food and nutrition insecurity strategies
- Communications activities including sharing of resources with statewide partners, and the development of a plan for social media outreach
- Participation in virtual and in-person partner meetings to discuss access to nutrition security throughout the state of Oklahoma

## DESCRIPTION OF ANTICIPATED SERVICE SCHEDULE:

- Hybrid service hours
- Service hours are to be completed Monday-Friday between the hours of 7:00am and 5:00pm CT
- An alternative schedule may be considered, and hours of work may occasionally vary to accommodate for trainings, travel to communities, etc
- A maximum of 20% of your service hours may be training, education, or other similar approved activities

## DESIRED SKILLS & COMPETENCIES

- Knowledge and/or experience with food and nutrition security issues, programs that address those issues, charitable food systems, and equity concerns within this space.
- Ability to work independently as a self-starter who is willing to learn and do new things.
- Strong organizational skills, written communication skills, and the ability to complete basic research/data review to inform gathering/creation of resources.
- Computer and online/IT skills including using Microsoft Office suite (Word, PPT, etc.), Smartsheet, Zoom, Google.

## REQUIRED COMMITMENT

Service members are expected to complete 1200 service hours within a one (1) year timeframe.

- The service year begins 07/08/2024 and ends 07/07/2025

## ORIENTATION AND TRAINING

Members must participate in

- Pre-service orientation
- PHA-specific training
- Program-specific training
- Any other trainings deemed necessary by the Host Service Site supervisor (Example: Cyber Security Awareness)

Note: Trainings will be limited to 20% or less of PHA Service Members service hours

## EVALUATION AND REPORTING

PHA Service Members will:

- Complete quarterly assessments of the PHA Program to include their host site experience, trainings, sense of belongingness and inclusivity, interest in pursuing a career in public health, etc.
- Complete monthly reflection forms
- Participate in quarterly performance evaluation and reviews with their Host Service Site supervisor
- Be required to submit service timesheets biweekly

## PUBLIC HEALTH AMERICORPS ELIGIBILITY AND REQUIREMENTS

PHA Service Members must:

- Be at least 18 years of age at the commencement of service
- Have a high diploma or its equivalent
- A citizen, national, or lawful permanent resident alien of the United States
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to [45 CFR 2540.202](#)
- Live in the geographic region and within reasonable driving distance of the host service site and support a hybrid work schedule

## OTHER PROGRAM ELIGIBILITY AND REQUIREMENTS

- Must be an upper level (3rd or 4th year) undergraduate student or graduate level student enrolled at a college or university pursuing a public health degree or related degree
- Must be willing to comply with all Host Service Site vaccination requirements, including for COVID-19
- Applicants must be prepared to adhere to the policies and procedures of the host site.

## PUBLIC HEALTH AMERICORPS PROGRAM BENEFITS

- Living allowance of \$10,592.00 over the course of the term of service
- \$4,546.50 Segal Education Award at the end of a successful service term
- Student loan deferment and interest forbearance
- Increased professional awareness and accumulated real-world experience to enhance job competence following completion of service year
- Join a network of like-minded leaders who are passionate about improving communities and the health and wellbeing of community members

## HOW TO APPLY

1. **Find An Opportunity:** Visit the [AmeriCorps State and National](#) page. Scroll to “Find an Opportunity”. Scroll to the bottom of the page and select “Refine Search”. Insert the following for program type: “AmeriCorps State/National”, select the state for the service opportunity you’re interested in applying, and for program name type: “NACDD PHA”. Select “Search” and then “Apply Now!”
2. **Register on the MyAmeriCorps Portal:** Before applying for AmeriCorps opportunities, you’ll need to create a profile in the AmeriCorps Portal. Creating your profile is a four-step process.
3. **Complete Your Application:** Complete the application for the Service Opportunity that you’re interested in by providing the requested information about your skills and experiences.
4. **Submit Your Application 1/12/24:** Once you’ve completed your application, you’ll be able to submit your application.

## FOR MORE INFORMATION

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- [Public Health AmeriCorps](#)
- [National Association of Chronic Disease Directors](#)