



## NATIONAL ASSOCIATION OF CHRONIC DISEASE DIRECTORS

### Public Health AmeriCorps Nevada IV Service Opportunity

#### POSITION OVERVIEW:

**Position Name:** NACDD Public Health AmeriCorps Service Member

**Living Allowance:** \$8,074.00

**Position Type/Hours:** Three Quarter Time/1200 hours

**Education Award:** \$5,176.50

**Service Location:** Comagine Health: Southern NV Pathways Community HUB  
6830 W. Oquendo Road, Suite 102, Las Vegas, NV 89118

**Total Award:** \$13,250.50

#### PROGRAM PURPOSE:

The National Association of Chronic Disease Directors (NACDD) is a national public health non-profit agency focused on improving 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 59 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 State Health Departments, local health departments, other community-based organizations, and/or local YMCAs or YMCA State Alliances, Service Members will be placed across twenty 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:

The Service Member will play a crucial role in supporting the Southern Nevada Pathways Community Hub's mission to improve the health and well-being of the community. The Service Member will focus on outreach and referral processes, contributing to the overall goal of connecting individuals to essential health and social services. The Service Member will play a crucial role in supporting the Southern Nevada Pathways Community Hub's mission to improve the health and well-being of the community. By connecting individuals to Community Health Workers and Community Care Agencies, the Service Member will help facilitate access to essential health and social services, including food assistance programs, nutrition education, and physical activity opportunities. This work will directly impact social connectedness, food and nutrition security, and access to safe physical activity, contributing to a healthier and more equitable community.

#### Primary Responsibilities:

##### 1. Outreach and Referral Generation:

###### o Community Outreach:

- Participate in community outreach events and activities to raise awareness of the Community Hub's services.
- Build relationships with community partners, such as healthcare providers, social service agencies, and schools.
- Identify potential referral sources and develop strategies to engage them.

- Referral Identification:
  - Screen individuals to determine eligibility for Community Hub programs and services.
  - Identify individuals in need of referrals to specialized services, such as mental health, substance abuse treatment, and housing assistance.
  - Collect necessary information from individuals to complete referral forms accurately.
- 2. Referral Processing:
  - Data Entry:
    - Utilize the “referral protocol” to effectively distribute referrals in the CCS system.
    - Input accurate and timely information into CCS.
    - Maintain accurate and up-to-date records of referrals, including status updates and outcomes.
  - Referral Coordination:
    - Coordinate with community partners to facilitate smooth transitions of care for referred individuals.
    - Follow up with community partners to ensure referrals are processed and individuals are receiving appropriate services.
  - Data Analysis and Reporting:
    - Assist in data analysis to track referral trends and identify areas for improvement.
    - Prepare reports on referral activities and outcomes for internal and external stakeholders.
- 3. Additional Responsibilities:
  - Participate in staff meetings and trainings to stay updated on Community Hub policies, procedures, and best practices.
  - Assist with other administrative tasks as needed, such as filing, photocopying, and answering phone calls.
  - Adhere to all HIPAA privacy and confidentiality regulations.

#### **DESCRIPTION OF ANTICIPATED SERVICE SCHEDULE:**

- Hybrid with 25% teleservice and 75% in community service hours.
- Service hours are to be completed Monday-Friday between the hours of 8:00am and 5:00pm time.
- A maximum of 20% of service hours may be training, education, or other similar approved activities
- A maximum of 10% of service hours may be fundraising activities

#### **DESIRED SKILLS & COMPETENCIES**

Service Members should have:

- Strong communication, active listening, and relationship-building abilities to effectively interact with diverse individuals and community partners.
- Strong organizational skills: Ability to manage multiple tasks, prioritize, and meet deadlines in a fast-paced environment.
- Data Entry and Management: Proficiency in data entry and record-keeping
- Community Outreach Experience: Prior experience in community outreach, engagement, and mobilization.
- Knowledge of Social Services: Familiarity with local social service agencies, resources, and eligibility criteria.
- Passion for Public Health: A genuine interest in improving community health and well-being.

#### **NON-DISCRIMINATION NOTICE**

- The NACDD PHA program operates in accordance with federal and AmeriCorps program requirements on non-discrimination. In accordance with applicable laws and regulations, the NACDD PHA program prohibits all forms of discrimination and harassment based on the protected categories of race, color, national origin, sex, age, religion, sexual orientation, disability (mental or physical), gender identity or expression, political affiliation, marital or parental

status, reprisal, pregnancy, genetic information (including family medical history), military service, or their submission of a complaint. NACDD's compliance history is available upon request.

### **REQUIRED COMMITMENT**

- Service members are expected to complete 1200 service hours within a one (1) year timeframe.
  - The service year begins 02/03/2025 and ends 02/02/2026.

### **ORIENTATION AND TRAINING**

Members must participate in

- Pre-service orientation
- PHA-specific training
- Program-specific training
- Any other trainings deemed necessary by the Host Site supervisor

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 including 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 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
- Be 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 within commutable distance of the Host Site to accommodate a hybrid service schedule

### **OTHER PROGRAM ELIGIBILITY AND REQUIREMENTS**

- Must be willing to comply with all Host Site vaccination requirements, including for COVID-19
- Bilingualism (English/Spanish): Fluency in Spanish is a significant advantage for effective communication with a diverse population.
- Adaptability: Ability to adjust to changing priorities and work effectively in a dynamic environment.
- Cultural Competence: Understanding and sensitivity to diverse cultural backgrounds and perspectives.
- Must reside in Clark County, Nevada
- Prefer students with at minimum 2 years college experience
- Participate in Comagine Health Mandatory training (i.e. security, confidentiality, etc.).

### **PUBLIC HEALTH AMERICORPS PROGRAM BENEFITS**

- Living allowance of \$8,074.00 over the course of the term of service
- \$5,176.50 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

- **Submit Your Application by 12/20/24:** Complete and submit the NACDD Public Health AmeriCorps Program Application through the following Smartsheet link:  
<https://app.smartsheet.com/b/form/766fd3822c5942aa909458fef11dd12a>

#### FOR MORE INFORMATION

- Tierney Thomison, Public Health AmeriCorps Program Manager, National Association of Chronic Disease Directors ([tthomison@chronicdisease.org](mailto:tthomison@chronicdisease.org)) and Chelsea Cole, Public Health AmeriCorps Senior Program Coordinator ([ccole@chronicdisease.org](mailto:ccole@chronicdisease.org))
- [NACDD Public Health AmeriCorps](#)
- [National Association of Chronic Disease Directors \(NACDD\)](#)