



NATIONAL ASSOCIATION OF CHRONIC DISEASE DIRECTORS Public Health AmeriCorps Iowa Service Opportunity I

POSITION OVERVIEW:

Position Name: NACDD Public Health AmeriCorps Service Member

Position Type/Hours: Three Quarter Time/1200 hours

Service Location: Iowa Community HUB
939 Office Park Road, West Des Moines, IA 50265

Living Allowance: \$8,074.00

Education Award: \$5,176.50

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 XX 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 PHA Service Member will support the Iowa Community HUB through our HUB Community Food Project activities that bridge the gap between education and access to healthy food, making it easier for Iowans to learn healthy eating habits from trusted community-based organizations right in their own neighborhoods, and to incorporate these healthy eating practices at home. In partnership with Capital City Fruit, the HUB has started to provide free, monthly home delivery of fresh produce boxes to low-income, at-risk, and underserved community members participating in community-based health programs. These community-based health programs are either a self-management education program that includes nutrition education, a physical activity program, or a combination of the two. Our goal is to reduce the burden of chronic disease and food & nutrition insecurity among Iowan's, particularly those who are struggling to make ends meet.

Service Functions and Responsibilities:

- Work with HUB team and Iowa Healthiest State on expanding Produce Prescription Program across Iowa
- Work with HUB Grant Specialist on grant projects and grant submissions related to Iowa Community Food Project
- Work with HUB Navigation team to enhance processes connecting community members with food sources
- Track and manage delivery of fresh produce boxes to program participants
- Create reports about Iowa Community Food Project for stakeholders and share at HUB committee meetings
- Create HUB website blog posts about food projects
- Help create HUB website Donation Page for home-delivery of fresh produce boxes

- Attend required meetings and trainings
- Attend external food workgroups (remote and in-person) that HUB is member of to learn about state health initiatives (i.e., Iowa Food Systems Coalition, United Way OpportUNITY Food Insecurity Workgroup)
- Must adhere to state and national standards for HIPAA and other privacy regulations under proper authorization or legal compulsion.
- Be an active advocate for health disparities at the individual and community levels

DESCRIPTION OF ANTICIPATED SERVICE SCHEDULE:

- Hybrid service hours (~50% onsite, ~50% teleservice)
- 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

- Perform all job functions according to the mission and values of our organization.
- Treat all individuals with respect, courtesy, compassion, and with confidentiality.
- Review and maintain a working knowledge of our standards of conduct, policies, and procedures to ensure performance that reflects honest, ethical, and professional behavior.
- Communicate clearly and professionally with individuals with varying levels of economic status, ages, and educational backgrounds.
- Understand HIPAA privacy and security rules (will offer additional training as needed).
- Ability to present information within a small and large group (remote and in-person).
- Experience with word processing and inputting data into computer software systems.
- Excellent customer service through in-person, telephone, video conferencing, and social media.

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 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 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 school 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

- Required: Must use organization email service and laptop equipment for official business matters
- Required: Must pass Level 1 Background check prior to commencing work with Iowa Community HUB

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