

# IPHA AmeriCorps Member Position Description

**Position Focus:** Community Outreach Worker

**Host Site Information:** Erie Family Health Centers: HealthReach Waukegan  
2323 Grand Avenue  
Waukegan, IL 60085  
[www.riefamilyhealth.org](http://www.riefamilyhealth.org)

**Position Location:** SAME AS ABOVE

## **Primary Responsibilities:**

- Host workshops on various health topics to build awareness in Waukegan community
- Coordinate and co-facilitate Patient Support Group Meetings and Cooking Matters workshops
- Create newsletters and health education bulletin displays
- Provide leadership onsite for Reach out and Read program
- Assist with appointment adherence and patient reminders
- Assist patients with enrollment in health insurance and prescription assistance programs
- Assist in community events promoting agency service
- Assist with agency volunteer coordination and training
- Participate in health fairs, awareness, and community partnership or coalition meetings
- Identify patient needs and connect them to resources to address social determinants of health
- Some travel required
- Complete and submit all necessary IPHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all IPHA AmeriCorps trainings including orientation and team trainings.
- Complete all IPHA AmeriCorps required National Days of Service projects.
- Some local and out of town travel required.

## **IPHA AmeriCorps Position Requirements:**

- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check, Sex Offender Registry check, and DCFS CANTS background check (all provided and coordinated by IPHA AmeriCorps Program)
- Valid Driver's License and proof of insurance; or valid State ID
- Regular and reliable attendance.
- Ability to commit to the full term of service.

## **Host Site Preferred Qualifications:**

- 2 years of college coursework in health or human services field. Bachelor's degree preferred.
- Good verbal and written communication skills
- Proficient computer knowledge, skills and experience (Microsoft Office)
- Teaching or experience presenting in front of large groups of people
- Cultural competency in working with underserved populations
- Bilingual (English/Spanish) preferred, but not required

## **Transportation Information:**

- Position location is accessible by public transportation.
- Personal vehicle must be used for Host Site service activities. Mileage will be reimbursed by Host Site.
- Monthly/annual public transportation passes are available for Host Site service activities and will be provided by the Host Site.