

# IPHA AmeriCorps Member Position Description

**Position Focus:** Environmental Health/Outreach

**Host Site Information:** St. Clair County Health Department  
19 Public Square, Suite 150  
Belleville, IL 62220  
[www.health.co.st-clair.il.us](http://www.health.co.st-clair.il.us)

**Position Location:** same as host site listed above

## **Benefits:**

- A Living Allowance of \$10,092.00
- An Educational Award upon completion
- Health Insurance, if needed
- Child care benefits, if applicable
- Professional Development & Career Experience

## **Primary Responsibilities:**

- Plan, organize and conduct community outreach presentations for the Environmental Health programs.
- Provide assistance with the Smoke Free Illinois, conducting presentations on vaping / e-cigarettes to Junior High and High School students.
- Provide Assistance with the Food Program, especially with updating contact information, and data verification of the information transferred to the tablet system.
- Provide assistance with COVID-19 team, contact tracing and telephone inquiries.
- Serve a total of 1,200 hours over an 9-month period.
- 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 and Sex Offender Registry 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:**

- College coursework or experience in environmental health or public health preferred.
- Strong organizational skills.
- Effective Communication skills, both written and oral.
- Strong computer skills, working knowledge of Microsoft Word, Excel, Powerpoint, Publisher Outlook, and other web based and social media applications preferred.

## **Transportation Information:**

- Position location is not accessible by public transportation.
- Personal vehicle is recommended to get to position location.
- Personal vehicle must be used for Host Site service activities. Mileage will be reimbursed by Host Site.