

# IPHA AmeriCorps Member Position Description

**Position Focus:** Emergency/Disaster Response regarding COVID-19

**Host Site Information:** Winnebago County Health Department, 555 N. Court St., Rockford, IL 61103, [www.wchd.org](http://www.wchd.org)

**Position Location:** 555 N. Court St. Rockford, IL 61103

## **Benefits:**

- A Living Allowance of \$5,676.75
- An Educational Award of \$2,360 upon completion
- Health Insurance, if needed
- Childcare benefits, if applicable
- Professional Development & Career Experience

## **Primary Responsibilities:**

- Communicate COVID-19 information and guidance
- Assist with social media message development and monitoring during the COVID-19 response
- Conduct effective health education and outreach efforts to priority communities about COVID-19
- Creates content and/or materials (e.g. facts sheets, resource materials) to support communication efforts
- Assist with gathering, verifying, coordinating, and disseminating consistent messages
- Respond to questions from members of the community, make referrals, and developing a log of telephone calls and emails
- Serve a total of 675 hours over an 4.5 to 5-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 (as appropriate during the pandemic).

## **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 degree in public health, communications or business development preferred
- Strong communication skills required
- Experience in graphic design preferred
- Knowledge of Microsoft Office, basic office equipment and electronic communication required

**Transportation Information:**

- Position location is 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.