

VISTA AmeriCorps – York Housing Authority Services Coordinator

Start Date: August 2016 (this can be changed-more of a general date)

Location: York, PA

Help expand wellness program offerings at the York Housing Authority by assessing community assets/needs, developing partnerships with existing health and wellness programs and by recruiting and retaining volunteers from the public housing community!

The York Housing Authority is seeking one VISTA to work to ensure the sustainability of the York Housing Authority Wellness Program, which provides individuals health assessments, group screenings, non-emergent basic care, and coordination of mainstream resources. The VISTA member will develop new partnerships within the community to expand and ensure the sustainability of programs to improve residents' health, and to train staff and volunteers to provide outreach, education, and enrollment assistance through the Pennsylvania Health Insurance Marketplace.

In collaboration with Senior Life and other social service agencies located within York, this position will assist with program development and implementation, community outreach, and on-site service coordination and referral of programs and services for housing authority residents.

VISTA Assignment

The Member tasks and activities will include:

1. Develop and distribute culturally-competent brochures, fliers and newsletters describing programs
2. Identify program funding sources
3. Research and develop funding resources to ensure project sustainability through grant funding
4. Write and submit grant proposals
5. Develop connections with potential corporate sponsors
6. Maintain informational databases
7. Recruit program participants
8. Perform event planning activities
9. Manage program budgets
10. Attend community meetings
11. Coordinate educational workshops and focus groups
12. Facilitate staff trainings in navigating the PA HIE
13. Independent travel between all housing authority sites

Recommended skills and qualifications include:

1. An interest in working in the public health or health promotion field
2. An interest in improving the health of low-income communities
3. The ability to work independently and problem solve
4. Excellent writing skills
5. Excellent verbal communication skills
6. Proficient computer skills
7. Grant Writing
8. Proficiency in English, with desired (although not required) proficiency in Spanish
9. Post-high school education in nursing, public health, social work or other health or human service curriculum

Please send a resume and cover letter stating specifically why you are interested in the position to Joani Schmeling at jschmeling@ncc.us with "AmeriCorps VISTA – York Housing Authority" in the subject line.