

NHC Member Position Description 2016-2017

SERVICE POSITION DESCRIPTION

Please complete one service position description for EACH member you are requesting, using this template. The service position description is used in the recruitment and matching process. Each service position description must be sent electronically to complete an application.

HOST SITE NAME & LOCATION:

Health Federation of Philadelphia/Early Head Start program: 100 W Oxford Street, Suite E-1400, Philadelphia, PA 19122

MEMBER POSITION/TITLE:

HEALTH AND WELLNESS COORDINATOR

SITE SUPERVISOR ASSIGNED TO SUPPORT MEMBER:

Please include, name, title, phone number, email address and fax number.

Khadijah Muhammad, Early Head Start Director, 215-223-5200 ext 124, kmhammad@healthfederation.org, 215-223-4455

SITE CONSIDERATIONS

Is the site accessible via public transportation (if yes, what line/route)?: Yes, Market Street Line. Our office is located 4 blocks from the Girard Street stop.

Does this position require a personal vehicle? No

How will your organization reimburse the member for transportation costs? Yes

Organization dress code: Business Casual

Expected service schedule: Monday through Friday 8:30am to 4:30 pm

ORGANIZATION DESCRIPTION & MISSION:

The mission of the Health Federation of Philadelphia is to improve access to and quality of health care services for underserved and vulnerable individuals and families.

The Early Head Start program is one of the community based program run by the Health Federation of Philadelphia. It is funded by the Administration of Children and Families' Office of Head Start. The goal of our Early Head Start program is to support parents in their

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individual growth and development while they meet and support the developmental needs of their child (ren) to reach their full potential. We provide family-centered, comprehensive and coordinated services, including health and nutrition education; school readiness and prenatal education; family goal setting and connection to community resources; and social services. We are funded to provide services to 167 infants and toddlers, 16 pregnant women and their families residing in our Service Area.

Our continuum of services is delivered to children and their families using a home-based option with a community-based site. Services include home visits, parent-child group socializations, parent training and educational groups, individual and family counseling, case management and local community outings.

MEMBER ROLE:

Describe the specific program(s), project(s), or initiative(s) that the member will serve with? What will the member's specific role be with this program/project/initiative? How will the member's primary activities align with the NHC's performance measures?

Our Early Head Start program's recent Community Assessment revealed, "In Philadelphia, one in five children and one in three adults are obese. In addition, 38% of all Philadelphians, and almost half of African Americans Philadelphians, have high blood pressure. Approximately 2,000 deaths in Philadelphia annually are linked to poor diet and physical inactivity."

We aim to empower staff and enrolled parents to take active roles in their health and wellness. The Early Head Start program is seeking a member will develop and monitor our new Health and Wellness Center. This will include providing leadership through health education and health promotion programs, including physical, mental and emotional health, for the Early Head Start program in cooperation and collaboration with the program staff. This role aligns with NHC's Objective #1 and #3 and Performance Measures: Health Education: Prevention

PROGRAM OR PROJECT NAME <i>(INCLUDE % TIME OVER TERM MEMBER WILL SPEND WITH THIS PROGRAM)</i>	MEMBER ACTIVITIES (List the key activities the member will be responsible for, for each program/project listed)	MEMBER OUTPUTS (How many classes, workshops, clients, patients etc. will the member conduct/serve	NHC PERFORMANCE MEASURE(S) THIS ACTIVITY FALLS UNDER (if any).
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		under each activity)	
Health and Wellness Center Recruitment and Navigation- EHS Staff (20%)	<p>The member will engage with and help to navigate EHS staff through the new wellness services to help support and improve their health. The member will:</p> <ul style="list-style-type: none"> • Develop a survey/questionnaire to assess employee interest in various health and wellness topics , and perform research on relevant topics and speakers/presenters. • With support of EHS Director, member will contact local community members to provide monthly staff wellness classes. This could include education topics such as stress reduction, chronic disease prevention, obesity, etc, and physical fitness sessions, such as zumba or yoga. • Member will recruit staff to participate in monthly staff wellness/fitness classes. This will include face to face as well as phone consults with staff who have questions regarding how to access programs. • Member will handle all logistics for 	<ul style="list-style-type: none"> • Member will collect completed surveys for at least 25 of the 31 EHS staff. • Member will contact 8 community providers to conduct health education sessions. • Member will recruit 8 staff members for each wellness/fitness class • Member will promote monthly staff wellness classes to 31 staff. • Member will conduct 12 	<ul style="list-style-type: none"> • Health Education • Deliver Information about Health Insurance, Health Care Access, and Health Benefits Programs • Health Care Service Enrollment and Scheduling • Preventative Health Care Service Use • Capacity Building

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	<p>monthly staff wellness classes, including scheduling, promotion to staff, confirmation of presenters/trainers, etc.</p> <ul style="list-style-type: none"> • Member may facilitate a health and wellness class, where appropriate. • Member will implement a post-survey to assess staff satisfaction with monthly wellness/fitness classes. 	<p>health and wellness classes for staff</p> <ul style="list-style-type: none"> • Member will coordinate 6 health and wellness classes with 6 community providers. 	
Health and Wellness Center Recruitment and Navigation- EHS Families (50%)	<p>The member will engage with and help to navigate EHS families through the new wellness services to help support and improve their health. The member will:</p> <ul style="list-style-type: none"> • Develop a survey/questionnaire to assess interest in various health and wellness topics, and perform research on relevant health topics such as chronic disease prevention, obesity, weight management and appropriate speakers/presenters. • With support of EHS Director, member will contact local community members to provide monthly health and wellness classes appropriate for parents and/or 	<ul style="list-style-type: none"> • Member will collect completed surveys from 30 parents. • Member will contact 8 community providers to conduct health education sessions. • Member will recruit 5 	<ul style="list-style-type: none"> • Health Education • Deliver Information about Health Insurance, Health Care Access, and Health Benefits Programs • Health Care Service Enrollment and Scheduling • Preventative Health Care Service Use • Capacity Building

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	<p>children. This could include education topics, art therapy, or physical fitness sessions, such as zumba or yoga.</p> <ul style="list-style-type: none"> • Member will recruit EHS families to participate in monthly staff wellness/fitness classes. This will include face to face as well as phone consults with families who have questions regarding what the programs are, and how to access them. • Member will handle all logistics for monthly wellness/fitness classes, including scheduling, promotion to staff, confirmation of presenters/trainers, etc. • Member may facilitate a health and wellness class, where appropriate. • Member will implement a post-survey to assess satisfaction with monthly wellness/fitness classes. 	<p>parents for each class</p> <ul style="list-style-type: none"> • Member will attend 3 program events a month to recruit parents for the Health and Wellness Center classes. • Member will promote monthly wellness classes to 80 parents. • Member will coordinate 12 health and wellness classes for parents • Member will coordinate 6 health and 	
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		<p>wellness classes with 6 community providers</p> <ul style="list-style-type: none"> • Member will collect surveys from 20 parents who participated in a monthly wellness class 	
Health and Wellness Center Outreach (20%)	<ul style="list-style-type: none"> • The member will create, monitor and update EHS's social media to inform the community about current and upcoming events and program updates • The member will participate in the Health and Wellness Center's promotional efforts by creating materials, distributing flyers in the community, and dispensing other marketing items. 	<ul style="list-style-type: none"> • Member will produce 12 monthly social media postings promoting the Health and Wellness Center (HWC) • Member will attend 2-3 group activities per month to promote and educate about 	<ul style="list-style-type: none"> • Deliver Information about Health Insurance, Health Care Access, and Health Benefits Programs • Capacity Building

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		the HWC.	
Health and Wellness Center Evaluation (10%)	<ul style="list-style-type: none"> Member will track and evaluate the use of Health and Wellness Center through pre/post surveys, and enrollment/utilization #s. 	<ul style="list-style-type: none"> Member will submit 12 monthly reports on the utilization of the HWC. 	
Please complete this section to describe the type of individual best suited to fulfill the service description and who will serve most effectively within your organization			
Please describe the traits that will help a member succeed in this position (e.g. outgoing, analytical, patient, good with children). The ideal candidate will have excellent oral, written, and interpersonal communication skills; attention to detail; reliable and prompt; able to commit to a regular schedule; able to deal tactfully with a variety of personalities; and able to work in a team environment. He or she should demonstrate strong organizational skills, with ability to prioritize and manage multiple tasks and responsibilities. All candidates should be well versed in Microsoft® Office programs including Word, Excel and Access. Internet research and database management experience preferable. The ideal candidate is a highly motivated, self-starter.			
Please list the skills and/or experience that will help a member succeed in this position (e.g. customer service, language skills). <ul style="list-style-type: none"> Technological Data entry Microsoft Office: Word, Publisher, Excel Communication skills 			
What types of training will you provide to the member to support them in successfully completing their service activities? <ul style="list-style-type: none"> History of Head Start Health services in Head Start Data collection and usage of our data software program 			