

Guide to Partnering with



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This Guide contains important information about being a host site with Public Health Corps. Questions about Public Health Corps should be directed to sites@ampact.us.



Ampact is a national organization that demonstrates the power of national service to solve complex social problems. We create innovative programs that focus on education, environmental stewardship, and healthy futures for communities. These programs include Reading Corps, Math Corps, Early Learning Corps, Climate Impact Corps, Recovery Corps, Heading Home Corps, Public Health Corps, Language Corps, and Resettlement Corps.

Is Public Health Corps the Right Fit for Your Site?

Considerations before hosting Public Health Corps Members:

Public Health Corps exists to support governmental public health departments and community health boards in Minnesota. There are minimum qualifications to consider:

- ❑ Is your site a governmental public health department or community health board in the state of Minnesota?
- ❑ Is your site focused on public health initiatives and does it need more support in responding?
- ❑ Are there important public health projects at your site that staff time won't allow for but need to get done?
- ❑ **Is your site a nonprofit, government, tribal, and/or educational institution?**
- ❑ Is there a person or multiple people on your staff with the interest, capacity, and time to serve as the Site Supervisor? **Please read the "Description of Site Supervisor" on page 8 of this Guide:**
 - How will Site Supervisor's schedule reflect time for Public Health Corps duties (approx. 6-9 hours per member per month plus up to 10 hours of training)?
 - How will Site Supervisor be allowed to prioritize time spent on Public Health Corps duties throughout the year?

Host sites work with Ampact staff to recruit AmeriCorps members and will designate someone to serve as a recruitment contact to lead site-based recruitment efforts in partnership with Public Health Corps.

- ❑ The recruitment contact should be available for phone and email conversations immediately upon receiving an award.
- ❑ The recruitment contact is expected to use the Site Recruitment Toolkit to recruit their member(s) and **will make frequent and repeated appeals** to the site's networks to recruit for the open position(s) until filled.

Determine the number of AmeriCorps Members you wish to host at your site.

- ❑ Does your organization need extra capacity-building support that a regular staff person is unable to provide? Please see the fact sheet on page 4 of this Guide for examples of AmeriCorps member activities and projects.
- ❑ What is the size and scope of the community need? How many AmeriCorps members could your site host to meet this need?
- ❑ How many AmeriCorps members can your designated Site Supervisor(s) reasonably support given their anticipated capacity?
- ❑ Will the member have enough meaningful service activities to fulfill their hours commitment of 40 hours (full-time) or 25 hours (part-time) per week?
- ❑ Where in the building would be the designated office space for member(s)?
- ❑ Do you have the resources to provide each member with a workspace, space to meet with participants, a computer, phone, etc.?

Public Health Corps Program Overview

Program Goals

- Public Health Corps is a strategic partnership between ServeMinnesota, Ampact, and organizations supporting public health across the state of Minnesota.
- Public Health Corps is a program designed specifically to support health departments and community health boards in Minnesota.
- AmeriCorps members serving with Public Health Corps are called **Public Health Project Coordinators**.
- Public Health Project Coordinators typically do not provide direct services to participants, but rather address public health needs through systems change efforts.
- Public Health Corps is designed to boost the capacity of partner organizations to meet the needs of the public health sector, including the need to increase the capacity of agencies to provide high quality public health programs, as well as the need to increase the size and diversity of the public health workforce.
- Public Health Corps partners with leading experts in public health to train Public Health Project Coordinators to work to build the capacity of sites to increase the **reach** and/or enhance the **quality** of services of the organization and the community served, including but not limited to:
 - community outreach, data collection
 - pandemic response and recovery
 - equity related to public health response

AmeriCorps Overview

Public Health Corps is a type of AmeriCorps program. AmeriCorps is often called the “domestic Peace Corps.” It is a national service program that engages people in a commitment to service. Individuals committing to service with AmeriCorps are called “members”.

Public Health Corps Overview

Public Health Corps is a program designed to provide a strategic solution to acute and long-term public health needs and to grow the public health workforce. This year, Public Health Corps hopes to place approximately 150 Public Health Corps members in public health-focused government, community-based, tribal, and educational organizations in Minnesota.

Members are recruited to serve for up to 11 months. In exchange for their service, members receive a modest living allowance and an education award to use towards post-secondary education or to pay back qualified federal student loans.

Members serve in either a full-time (40 hours/week) or part-time (25 hours/week) capacity at a partner organization that serves as a host site. Our priority start date is in August, but members can also begin their service term in October and January if they are not placed by August.

Public Health Corps Fact Sheet

What Are Public Health Corps Services?

Public Health Project Coordinators are trained to provide capacity building services to their site, as determined through a Public Health Corps capacity assessment and outlined in a service plan submitted by the site and approved by Public Health Corps. Project Coordinators typically do **not** provide direct services to participants.

Members provide capacity building services which will support one or more of the following domains:

Capacity Building Domain	Definition	Examples
Data Collection and Planning	Inclusive of efforts to facilitate the collection of quantitative or qualitative data. The purpose of the data collection may be varied; however, these activities differ from community engagement insofar as the primary purpose is the planning of a data collection project or the actual collection of data rather than relationship-building, outreach, or dissemination of information.	Support with the design of assessment or planning process (participants needed, schedule/timeline), support with interviews, focus groups, and survey administration.
Data Analysis and Interpretation for Improvement	Inclusive of any efforts to analyze or interpret data to inform program improvement or planning.	Analysis of extant or administrative data, interpretation, and summarization of external data to guide ongoing or future projects (e.g., creating a health profile for the jurisdiction and summarizing through presentations, data reports, or other memos).
Internal Process Improvement	Inclusive of efforts to document, review, and improve upon existing internal agency processes. May be informed by activities in other categories.	Efforts to improve internal host site procedures for executing their strategic plan. Perform basic research and internal analysis (e.g., policy review and cross-jurisdiction review), monitor or document organizational changes related to quality improvement, support or create internal communication channels.
Community Engagement and Communications	Inclusive of any community engagement activities intended to strengthen awareness of a given issue and/or meaningful collaboration to strengthen implementation of a given	Drafting a press release or branded template for health department, creating or updating external communication plans, post or manage social media accounts, network or asset mapping (e.g., research on which partners are not

	program or initiative. Activities may focus on organizational partner engagement or individual community members and include efforts to empower the community to guide initiatives as well as those intended to inform the community.	at the table and who should be), trust building and relationship building with community partners, support aligned organizations, engagement/conversations with individuals in the community—including efforts to improve community perception of local public health. Activities inclusive of efforts to better empower the community to guide initiatives rather than simply inform the community via dissemination of information.
COVID-Related Activities	Inclusive of any efforts related to COVID awareness, education, and program implementation. The nature of these activities may be duplicative of those in other categories; however, if the focus of the activity is COVID, please select this category (e.g., whereas education-related activities would typically fall under community engagement, education related to COVID issues would be included here).	Long COVID education and awareness, education on ventilation and filtration (e.g., when to wear a mask, which masks to wear), psychological recovery education, general education on COVID-related issues and efforts to increase trust of public health efforts related to COVID. Information sharing on how to navigate access to vaccinations and treatment, community outreach and trust building (e.g., presence at various community events and organizations to talk with people).

Members are trained throughout their year in a variety of essential public health topic areas, including community engagement, data collection and analysis, equity in public health, and culturally responsive community. In addition, members are trained in project management, stakeholder engagement, and other important training to help them build the skills they need to provide services to the site.

Public Health Project Coordinators will **participate in ongoing training, coaching and planning to prepare for a career in the field of public health.** They will participate in individual career planning support to identify clear pathways via further education, certification, or permanent public health positions post-service.

Which Sites are eligible to receive Public Health Project Coordinator services?

“Sites” are the organizations working to assist individuals and communities impacted by public health needs. Priority is given to governmental health departments and community health departments. Sites eligible to receive services from Public Health Corps Project Coordinators must meet the following criteria:

1. Are a nonprofit, government, tribal, and/or educational institution.
2. Provide public health services to individuals and communities.
3. Demonstrate the need for additional capacity building services that the site is not able to provide otherwise.

What is the role of the Public Health Corps Site Supervisor?

A staff person at the site is designated as a site supervisor for Public Health Corps. This person completes training annually and supports the member(s) throughout the year. It is strongly recommended that members and site supervisors **meet weekly** throughout the service year. As members become familiar with their tasks the amount of meeting time may be reduced.

Host Site Expectations

1. **Identify a staff person** to fill the role of Site Supervisor and allocate sufficient time for the person to complete training and fulfill the on-site responsibilities of Public Health Corps as outlined in the Site Supervisor Position Description in this Guide.
2. Work in collaboration with Ampact staff to **find high-quality members** and designate a recruitment contact to lead site-based recruitment efforts. The majority of our candidates are connected to the program by our site partners. Your participation in recruitment is required.
3. **Welcome the member to the organization, introduce to staff, and provide an orientation to the site.** Ensure accessibility for each member at site, which includes, but is not limited to, the member workspace, site environment, and materials, etc.
4. **Educate other staff** about Public Health Corps to capture buy-in and support.
5. Allow the member to **implement the Public Health Corps program appropriately**, including obtaining and reporting required program data on a regular basis.
6. **Provide a workspace for the member to use**, including computer/device and internet access and a locked filing cabinet.
7. **Submit a needs assessment** outlining the capacity needs across several public health domains to the program. The program will then review the needs assessment and create a customized service plan for each site, in collaboration with the site. Use this service plan regularly at the site and with program staff to ensure projects are on track for success.
8. **Support the member in implementing the service plan** and regularly reporting service plan progress with the support of program staff.

Supporting Roles in Public Health Corps

Sites



Public Health Corps Members

An AmeriCorps member serving for up to 11 months.
Members are not employees of the site.

Full-time members serve a minimum of 40 hours/week and part-time members serve a minimum of 25 hours/week.

Primary role is to implement the Public Health Corps model to build the capacity of sites to respond effectively to emerging public health needs.



Site Supervisor

Employee of the site who has background in public health.

Dedicates approximately 6-9 hours per member per month to support Public Health Corps at the site.

Role Summary:

- Provide on-site oversight and support to member
- Welcome and orient the member to the site
- Set schedule for the member and check-in weekly
- Ensure fidelity to Public Health Corps model



Program Staff

Employees Ampact, the organization that administers Public Health Corps Program administrator that provides support to the site related to program management/administration.

Role Summary:

- Support site in member performance issues
- Coordinate training for members and site supervisors
- Support recruitment for members each year
- Hold site accountable to Public Health Corps expectations

Description of Site Supervisor

Site Supervisor Description

Role	The Site Supervisor is designated by the site and will be trained by Public Health Corps to provide support and oversight to the Public Health Corps members. Site Supervisors will uphold the Public Health Corps model and act as a liaison between site staff, members, or program staff.
Time Commitment	<ul style="list-style-type: none"> • Average of 6-9 hours of coaching and support <u>per member</u> per month • Up to 10 hours of training annually, either self-paced or led by Public Health Corps program staff • Minimum of 2 annual site visits from program staff
Training	Site Supervisors are required to complete site supervisor orientation prior to the start of the program year. Other Public Health Corps training may be offered by program staff throughout the year.
Responsibilities	<p>Provide an on-site orientation for the member to introduce them to the site.</p> <p>Set a daily schedule with the member that includes the ability to serve 40 hours (full-time) or 25 hours (part-time) per week at the site.</p> <p>Provide support to allow the member to develop professionally throughout the year, including inviting the member to participate in professional development opportunities at the service site and in the community.</p> <p>Work collaboratively with the member to implement the approved service plan for capacity building at the site.</p> <p>Ensure the member is accurately reporting program data, including services provided, quantitative and qualitative information, demographic information, and other information as requested by the deadline.</p> <p>Work closely with Public Health Corps program staff and site administration to proactively address performance issues if they arise. Members are expected to adhere to site policies and procedures regarding confidentiality, safety, dress code, attendance, etc.</p> <p>Approve member timesheets once every two weeks.</p> <p>Participate in semi-annual site visits with Public Health Corps program staff.</p> <p>Participate in special site visits to highlight and demonstrate the effectiveness of the Public Health Corps program. These site visits may include media, legislators, corporations, and other parties involved in funding.</p>

Description of Public Health Project Coordinators

Role	The Public Health Project Coordinator is selected the program and will be trained by Public Health Corps to build capacity at the partner site.
Time Commitment	<ul style="list-style-type: none"> • Consistent schedule with a minimum of 40 hours per week for full-time members; minimum of 25 hours per week for part-time members. • Regular, required training with Public Health Corps cohort
Training	<p><u>Member Orientation:</u> Members are required to complete initial training at the beginning of their term of service. They will learn about AmeriCorps and the Public Health Corps program model.</p> <p><u>Project Management Training:</u> Members participate in a Project Management Training at the beginning of their service term.</p> <p><u>Public Health Training and Capacity Building Training:</u> Members participate in training regarding public health concepts, best practices, and needs across communities. Additionally, training will include capacity building skills such as asset mapping, stakeholder engagement, and research and project management.</p> <p><u>Corps Days Training:</u> Members regularly participate in supplemental professional development. Members also participate in required Life After AmeriCorps training.</p>
Responsibilities	<p>Public Health Capacity Building: Public Health Project Coordinators work to implement a site-based work plan that aligns with broader public health goals. The services provided by Public Health Project Coordinators will support one or more of the following categories:</p> <ul style="list-style-type: none"> • Community Engagement and Data Collection <ul style="list-style-type: none"> ○ Conduct or support community assessments ○ Advance health and racial equity initiatives and prioritize partnering with historically underserved communities ○ Support data collection, including survey administration and collection ○ Conduct focus groups and engage community members in public health outreach and conversations • Project Coordination and Management <ul style="list-style-type: none"> ○ Provide organizational capacity assessment ○ Support cross-sector coordination and planning efforts ○ Engage in marketing and/or communication strategies ○ Support curriculum development ○ Coordinate volunteers who will support public health efforts • Sustained COVID Response and Recovery <ul style="list-style-type: none"> ○ Support contact tracing ○ Implement awareness and education campaigns ○ Navigate testing and vaccination information and resources ○ Support efforts to recover from COVID-19, with a specific focus on mental health and trauma supports ○ Assist with statewide preparedness for, response to, and recovery from disasters which includes supporting schools and communities in disaster relief activities related to COVID-19 closures and social distancing procedures. <p>2. Public Health Career Planning: Public Health Project Coordinators will participate in ongoing training, coaching and planning to prepare for a career in the field of public health. They will participate in individual career planning support to identify clear pathways via further education, certification, or permanent public health positions post-service.</p>

The Cost of Public Health Corps

The chart below breaks down the cost associated with Public Health Corps.

Description of cost	Public Health Corps pays	Site pays
Member recruitment efforts	✓	✓
Background checks on members*	✓	*
Member living allowance	✓	
Member benefits (insurance, childcare, education award, forbearance)	✓	
Worker's Compensation policy for members	✓	
Member mileage to attend Public Health Corps required training	✓	
Program-required training	✓	
Member mileage to attend site-required training		✓
Cost of including members in site-sponsored training		✓
Supplies used by member (i.e. markers, photocopies, paper, note pads)		✓
Computer and Internet access for member		✓
Workspace for the member, including locked file cabinet and materials		✓
Salary of Site Supervisors to fulfill Public Health Corps responsibilities, including required training **		✓

* If site or agency policy requires a background check above and beyond what is conducted by Public Health Corps, that fee is not paid by the program, nor may it be passed on to the member.

** We recommend that programs be thoughtful about *incorporating* the Site Supervisor's responsibility into a staff person's position. Challenges occur when programs assign this responsibility to a staff person who already has many other responsibilities.

Next Steps and Public Health Corps Partnership Checklist

Prepare to Submit Your Application

- Identify a staff member to serve as a Site Supervisor
- Identify a staff member to serve as a recruitment contact
- Determine the number of AmeriCorps members for which to apply
- Complete and submit your site application.** Sites are encouraged to apply as early as possible to support member recruitment and placement. While our first priority deadline is on February 17, sites are awarded on a rolling basis until all positions are awarded.

After You Apply

- Receive communication with site award decisions and details
- Communicate with Public Health Corps program staff to further discuss the partnership and set up a site onboarding meeting
- Complete [the site onboarding training course](#). Share this with the identified Site Supervisor and other relevant staff.
- Begin recruiting in collaboration with Public Health Corps program staff by using the recruitment toolkit

Before AmeriCorps Members Begin

- Sign the Site Agreement
- Ensure the Site Supervisor is ready to complete program-required tasks and training and has the capacity to dedicate 6-9 hours per member, per month
- Educate staff about Public Health Corps by sharing [information about the program](#)
- Prepare to welcome AmeriCorps member(s) to your site by determining a designated workspace, creating a site onboarding plan, and communicating with the AmeriCorps member(s) once they are hired