

# PITTSBURGH HEALTH CORPS

## HOST-SITE APPLICATION

YEAR 2010-2011

The National Health Corps is a network of AmeriCorps community service programs dedicated to engaging citizens in addressing health and human service needs of underserved communities and to reducing health disparities through community partnerships, collaborations, and service activities while fostering members' pursuit of health-related careers, civic involvement and life-long commitment to service.

### **CONSIDERATIONS:**

Host Site applications for PHC members are reviewed by PHC Program Staff and their selection committee. If your application/service description does not meet the criteria to receive a PHC AmeriCorps member you will be notified for clarification and revisions, if necessary. Please do not submit an organization "Job Description"- PHC members are not to be used to fill paid employee positions and they cannot duplicate the services of a current employee. Members are not "volunteers", they are members. They do not "work", they serve. PHC members are not required to have college degrees. Please keep your service description open for flexibility in case the candidate has a different educational background than you were expecting. The member chooses a site based on the service description you submit. Even though it is not unusual for an agency to "update" what a member will be doing it is unfair to change more than 30% of the description after the member is placed. Keep in mind that a successful experience for the host site and the member happens when the member's role is thought out and well planned prior to submitting an application. It is imperative to ensure a good fit between member and site as the cost to sponsor a member position is non-refundable. Full time members are expected to serve with their host site 35-40 hours per week - it is important that they have ongoing programs, projects, etc to participate in to ensure a meaningful, ongoing experience for the member. Upon a successful interview, member applicants review site service descriptions and the PHC Program Director will contact you to take the next steps in the interview process, which includes the site mentor interview of the member applicant. (Please see attached Application/Selection Procedures). *The PHC has applied for funding to support this AmeriCorps program for the next 3 year grant cycle beginning September 1, 2010. We have had a long and exemplary history with the Corporation and have no reason to anticipate an interruption in funding but continuation of this program will be contingent on the grant award notification in June.*

### **Request for Host Site Designation**

*(Please ensure this information matches your Federal Tax ID Number for contract purposes with the Allegheny County Health Department)*

Agency: Tobacco Free Allegheny

Contact Person/Title: Cindy Thomas, Executive Director

Address: One Allegheny Square, Suite 101 City/State/Zip Code: Pittsburgh, PA 15212

Telephone: 412-322-8321 FAX: 412-322-8323

Email: [cthomas@tobaccofreeallegheny.org](mailto:cthomas@tobaccofreeallegheny.org)

Date Submitted: March 3, 2010

# **PITTSBURGH HEALTH CORPS**

## ***Member Service Description***

### ***I. Site Information***

#### **Site Name and Location:**

Tobacco Free Allegheny

One Allegheny Square, Suite 101, Pittsburgh, PA 15212

#### **Organization Description and Mission:**

Tobacco Free Allegheny (TFA) was established by the Allegheny County Health Department in 2002 to administer and manage the comprehensive tobacco prevention and cessation program for Allegheny County. TFA is a nonprofit organization (501c3) supported by the Pennsylvania Department of Health (DOH) through the Tobacco Settlement Fund governed by Act 77.

The mission of TFA is to change the community norms surrounding tobacco to make it uncommon to see, use or be negatively impacted by tobacco or tobacco smoke pollution. Organizational goals are guided by a work statement which is part of its contract with the state DOH. The goals are:

- Prevent youth initiation into tobacco use
- Promote quitting among youth and adults
- Eliminate non-smokers exposure to secondhand smoke
- Identify and eliminate tobacco related health disparities

Tobacco Free Allegheny provides funds to organizations and agencies that can help TFA advance the goals articulated by the DOH.

#### **Critical Community Need(s) to be addressed through member service:**

Despite the fact that considerable attention has been focused on issues related to tobacco use and exposure to secondhand smoke, tobacco remains the leading cause of preventable death and disease in the United States. In Allegheny County – 16% of all deaths annually are from tobacco related causes. Twenty-one percent of all adults in Allegheny County are current smokers, and 6% of adults report currently using smokeless tobacco. Within the county, prevalence of tobacco use is greater in African American adults where 29.5% are current smokers. The smoking rate is also higher among those ages 18-29 with a rate of 27.2%.

Although teen tobacco use has declined in Pennsylvania since 2003, the Pennsylvania Youth Tobacco Survey indicates that 4-6% of middle school students and 18-20% of high school students are current regular smokers. Since 90% of adults began smoking in their teen years, preventing youth from starting what is likely to become a lifelong addiction is crucial to ending the tobacco problem in the U.S.

i Pennsylvania Department of Health – Pennsylvania Tobacco Facts 2008

ii Behavioral Risk Factor Surveillance System, Allegheny County 2006-2008

iii Pennsylvania Youth Tobacco Survey 2006-07, Pennsylvania Department of Health, Division of Tobacco Prevention and Control

Site Supervisor assigned to support member: Name/Title/Phone/Fax/Email:

Alexandra Armstrong, Health Educator

Phone 412-322-8321

Fax 412-322-8323

aarmstrong@tobaccofreeallegheny.org

**II. Service Description** (Remember, a member cannot duplicate services provided by a current employee or that an employee has provided within the past 6 months)

Service Activities/Responsibilities: (be sure to include numbers, amounts, and time lines)

**Provide community education and awareness in an informal setting**

- By August 31, 2011 – participate in 30 health/wellness/community events promoting Tobacco Free Allegheny's programs and services; distributing general educational materials, resource guides; engaging the audience in the health effects of tobacco through various demonstrations; and conducting brief interventions with smokers using the carbon monoxide breath test.

**Provide formal tobacco specific presentations**

- By August 2011, identify 25 existing groups to receive tobacco education presentation.
- By August 2011, provide 25 formal educational presentations about various tobacco related issues to community audiences such as parents, employers, schools, and community groups.

Overall Service Goals: (be sure to include numbers, amounts, and time lines)

- Expand the reach of Tobacco Free Allegheny by engaging 30 new community partners in one or more of TFA's existing programs by August 2011.
- Increase the capacity of community based organizations to include tobacco prevention education in their existing programming.
- Increase community awareness and knowledge of the consequences of tobacco related illnesses through presentations in both formal and informal settings.
- Provide content specific training for various constituencies.
- Provide the public with health education material and referrals to resources in various types of community settings.

Outcome Measures: (be sure to qualify what measurable impact the member will have through service at Partner Site)

**Outcome: Tobacco Free Allegheny will increase its ability to reach disparately effected populations, specifically African American communities in Allegheny County.**

- The number of organizations serving African American youth with prevention education will increase by 10%.
- The number of organizations serving African American adults with tobacco education and cessation resources will increase by 10%.

**Outcome: Tobacco Free Allegheny will expand its reach into the community through formal and informal educational presentations.**

- The number of community groups receiving tobacco education will increase by 10%.
- The number of health/wellness/community events where tobacco education is represented with increase by 30%.

**III. Performance Measures:** The PHC AmeriCorps program is based on National Health Corps Performance Measures. Each PHC member should provide services that fall in at least one of the NHC Performance Measures below:

**1. Access to Care**

*Does your service position include assessing eligibility for, completing paperwork for, and enrolling community members in adult/child health insurance and/or patient medication assistance programs?(please check one) NO*

*If “yes”, please provide site specifics and explain the details regarding how the member will provide service with these programs:*

**2. Individual & Group Health Education Instruction**

*Does your service position include any of the following?*

*Teaching health education classes, workshops, one on one sessions, leading clubs or organized activities on public health topics including home/public safety, violence prevention, smoking cessation, nutrition and exercise, asthma, diabetes, hypertension, HIV/AIDS, hepatitis and other public health topics that meet local community needs. (Please check one) YES*

*If “yes”, please provide site specifics and explain the details regarding how the member will provide health education:*

- The member will provide tobacco education to various cohort groups such as parents; firefighters; foster parents; home healthcare workers; students and educators of every educational level; employees and employers; healthcare professionals; and others as requested by community groups.
- The member will provide brief interventions (one on one) with smokers to help them quit.

**3. Health Screening, Testing & Immunization**

*Does your service position include the member organizing, coordinating, promoting and/or participating in health screenings, testing and immunization campaigns for HIV/STDs and other communicable diseases, BMI, blood pressure and other issues that respond to local needs? (Please check one) NO*

*If “yes”, please provide site specifics and explain the details regarding how the member will provide service relating to health screenings, testing, and immunization:*

**4. Health Information & Outreach Material Distribution**

*Does your service position include the member distributing health education and outreach materials to individuals in underserved populations? (Please check one) YES*

*If “yes”, please provide site specifics and explain the details regarding the information that will be distributed and how it relates to the services provided by the site as a whole:*

- Member will distribute Tobacco Free Allegheny resource guides and other tobacco content information to clinics and health centers that provide service to people without health insurance. The resource guide links individuals with help to quit smoking that is free and that provides access to free nicotine replacement therapy in the form of patches, gum or lozenges to individuals engaged with the programs. Prevention materials will be distributed to community base organizations and non-traditional schools to assist in the goal of stopping children, adolescents, and young adults from initiating tobacco use.

## **5. Promotion of Health Professions**

*Does your service description include giving the member the opportunity to be trained on health professions, health care settings, health care education opportunities, the healthcare needs of the underserved, health disparities, cultural competency, and various health related topics such as tobacco, asthma, hypertension, nutrition and HIV/AIDS? (please check one) YES*

*If “yes”, please provide site specifics and explain the details regarding how the member will be trained, gain experience in the health related topics mentioned:*

- Intense training in tobacco is a core component of the organization. The member will be trained in nicotine addiction and the brain; tobacco and chronic disease; tobacco related health disparities.
- Member will be exposed to tobacco interventions in community health settings and in the community at large.
- Member will be included in trainings that benefit the professional development of health professionals.
- Depending upon what other organizations are offering, there are possibilities for trainings in chronic disease health related topics related to tobacco use.

## **IV. Logistical Information**

***Expected Schedule for Providing Service at Site:*** The regular office hours are 8 am to 4 pm, Monday through Friday. Some activities will fall outside the regular hours and will be held during evenings and weekends.

### ***Orientation Plan:***

– Executive Director, Cindy Thomas and TFA staff

- Introduction to the mission and organizational goals, strategic vision and work of TFA including advocacy and Clean Indoor Air– Executive Director
- Introduction to TFA subcontractors – Health Educator
- Introduction to office procedures and IT systems – Administrative Assistant
- Introduction to financial procedures and personnel policy and enforcement of Act 112 – Youth Access Law – Director of Finance and Enforcement
- Introduction to custom data reporting system and evaluation – Health Educator

**Tobacco “boot camp”** – Health Educator, and select TFA subcontractors

- Tobacco 101 – health facts related to tobacco; tobacco in pregnancy; tobacco and teens; tobacco addiction and the brain; importance and benefits of quitting tobacco use, ways to quit and available resources; Clinical Practice Guidelines (CPG) best practices to treating tobacco dependence.
- Introduction to tobacco treatment – use of CO monitor and interpretation of results; skills involved in treatment including motivational interviewing; pharmacotherapy products used in treatment of tobacco addiction and their applications; CPG best practices for brief intervention by medical professionals.
- Introduction to the TFA family of cessation providers focusing on special populations – e.g. maternal smokers; mental health consumers; GLBT.
- Tour of off site locations as appropriate

**Preventing Initiation to Tobacco –TFA subcontractors**

- Observe presentations/sessions of TATU – Teens Against Tobacco Use; classroom presentations of various evidence based interventions

**Observation and Training** – Health Educator to coordinate

***Service Location(s) if different from site address:***

The nature of the work of the member will involve various locations throughout Allegheny County requiring use of a private vehicle. These locations include, but are not limited to community health clinics, community based organizations, public locations (e.g. shopping malls, libraries, community centers etc), schools, places of employment, schools, day care centers and head start locations.

***Additional Info (parking, transportation, ID, etc.):***

Free parking is available at the main site (Tobacco Free Allegheny office) and allowable mileage is reimbursed at the rate specified in the prevailing contract (currently \$.50/mile), service related parking is also a reimbursable expense. As is required by the TFA personnel policies, the member will be required to produce state and federal child abuse clearances, a valid driver's license and automobile insurance coverage.

***Member Qualifications:***

- Access to a car
- Genuine interest in promoting a public health approach to the tobacco problem
- Agile learner
- Outgoing, articulate and energetic; able to express thoughts clearly verbally and in writing
- Able to make an immediate positive connection and to engage strangers in a positive conversation about tobacco
- Ability to adhere to a drug free/smoke free workplace policy. Must be a non-smoker.
- Comfortable speaking in front of groups of various sizes and of various ages
- Comfortable making phone calls to new organizations/individuals
- General computer proficiency required; knowledge of MS Office 2007 preferred

# PITTSBURGH HEALTH CORPS

## Position Request Form

Name \_\_\_\_\_

Agency \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Our agency is requesting \_\_\_\_\_ full-time member position(s) at \$8,350.00 each per year through non-federal matching funds. I accept my role as both Supervisor and Mentor to ensure the member successfully completes their year of service and understand the member/position cost to my agency is non-refundable.

\_\_\_\_\_  
Signature of Funding Agency's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Partner Site Representative

\_\_\_\_\_  
Date

# ASSURANCES

***(In the past there has occasionally been confusion between the agency providing funding for a PHC member(s) and the actual placement site. To prevent any possible miscommunication and to ensure accurate billing procedures, both the funding organization and the actual placement site must sign below and information on this page must match that which is listed on Page 1: Request for Host Site Designation).***

We, the undersigned, understand and commit to the core values and operating principles of the Pittsburgh Health Corps, as outlined in the background information attached to this application. We commit to provide a meaningful service experience for the member(s) assigned to our organization and to offer them guidance in their future career objectives. We commit to meet the deadlines for program reports, evaluations, payments, and other program management requirements as they arise. We commit to fully participate in the supervisor orientation and supervisor meetings.

**FUNDING AGENCY DIRECTOR**

**DESIGNATED SITE SUPERVISOR**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
PRINT Agency Director's Name

\_\_\_\_\_  
PRINT Agency Contact's Name

Thank you for taking the time to complete this application. If this is an application from a site that has not participated in the Pittsburgh Health Corps within the past two years, we may contact you within the next few weeks to arrange a site visit.

**By March 19, 2010, please submit one copy of the completed application by mail or hand delivery to:**

**Pittsburgh Health Corps  
ACHD, Room 304  
3333 Forbes Ave.  
Pittsburgh, PA 15213  
Attn: Janet M. Elder**

**Or, email it to:** jelder@achd.net

**FAXED COPIES WILL NOT BE ACCEPTED**

**AND THANK YOU FOR YOUR INTEREST IN THE**

**PITTSBURGH HEALTH CORPS**