***Pilipinos for Community Health (PCH)****308 Westwood Plaza • 407 Kerckhoff Hall • Los Angeles, CA 90024***pch@ucla.edu** *• http://pchatucla.weebly.com/*

### 2013-2014 Staff Application**Due Friday, April 5, 2013 at 11:00PM****email application directly to:** [**apply.pch.ucla@gmail.com**](file:///C%3A%5CDownloads%5Capply.pch.ucla%40gmail.com)

### **subject: Full Name - PCH Staff Application 2013-2014**

Thank you for considering being a part of PCH Staff 2013-2014. Whether you are a longtime member or have been around for even less than a quarter, you are most welcome to apply.

### Please read instructions and notes carefully throughout. On pages 2-4, you will find general descriptions of PCH staff positions, and, on pages 5-6, the questions to answer. Page 7 is a table for time commitments of next year that must be filled out.

### Applications should be e-mailed to [**apply.pch.ucla@gmail.com**](file:///C%3A%5CDownloads%5Capply.pch.ucla%40gmail.com) by 11PM on Friday, April 5.

Interviews will be held on Friday, April 12 beginning at 3:30pm, and will be up to 10 minutes per applicant. For your interview,please come dressed in business attire. Be ready to present a one minute introduction about yourself, why you think you are the person for the position you are applying for, and anything else you would like to include. After your introduction, there will be a time for the interviewers to ask questions.

If for some relevant reason, these times and deadlines do not work for you or you have any questions at all, please e-mail the address [**apply.pch.ucla@gmail.com**](file:///C%3A%5CDownloads%5Capply.pch.ucla%40gmail.com)as soon as possible. Thank you and best of luck!

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Page 1: Introduction

Page 2-4: Description of Positions

Page 5-6: Application

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| **GENERAL DESCRIPTIONS OF PCH STAFF POSITIONS** |
| *Note that the list of duties below is by no means complete. Through training and transitioning, responsibilities of each director shall become clearer.*  |
| **STAFF ASSISTANTS (2-3)** |
| * Provide “extra hands” for all PCH components when needed (Health Sites, OLP, Pre-health panel, General Meetings, etc.)
* Plan and head at least one fundraiser each quarter
* Design and order member and Staff apparel
* Take photos during major events to be uploaded onto the PCH website and Facebook group
* Maintain the PCH display board and the office at Kerckhoff 407, the PCH sandwich board, PCH Mobile App, and the PCH weebly website
* Maintain the PCH Test Bank
* Design a PCH Banner and publicity materials for major component events (e.g. Health Fairs, Pre- Health Panel, Medical Outreach Banquet, etc.)
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| **MEMBER RELATIONS DIRECTORS (2)** |
| **Goal:** To increase PCH membership, maintain volunteer retention, and build community among all members of PCH* Member Recruitment
* Actively recruits new volunteers at school-wide recruitment events such as Pilipino Welcome Reception, First Year and Transfer Student Summer Orientation, Enormous Activities Fair, and CSC recruitment fairs
* Arranges quarterly flyering on Bruinwalk
* Updates PCH flyers and trifold board
* Member Retention and Community Development
* Organizes the Active Membership program
* Coordinate fundraisers for the PCH Active Member Scholarship
* Maintain volunteer retention through e-mails and appreciation events
* Sends out weekly newsletter e-mails and maintains the PCH e-mail and Facebook accounts
* Sets up quarterly socials for volunteers and staff
* Coordinates the selection of the Volunteers of the Quarter and Volunteer of the Year
* Publicizes PCH events and fundraisers via Facebook posts, emails and general meetings of other organizations
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| **COMMUNITY OUTREACH DIRECTORS (6-7)** |
| **Goal:** To provide economically and socially underserved populations in California and the Philippines with basic health-related needs, while at the same time, providing students with valuable learning experiences* **Health Fairs - (2-3)**
	+ **Applicants must be over 18 and have a driver’s license** **by Fall 2013, and be able to commit to driving/going to North Hills, Downtown LA, and other health fair locations for meetings**
	+ Assesses and applies for funding for both the Our Lady of Peace (OLP) Health Fair and the Healthy Tayo Health Fair (HTHF) with the Executive Directors
	+ Heads the OLP Health Fair Steering Committee, which oversees all other 6 committees of OLP, collaborating with Asian Pacific Health Corps (APHC) and Latino Student Health Project (LSHP)
	+ Heads the HTHF Steering Committee, overseeing all other 6 committees established by an application process for committee heads
	+ Works with community organizations (OLP Parish, FASGI, and Rosemont Elementary) to address the needs of the North Hills and Downtown Los Angeles communities
	+ Responsible for a community assessment from the health fairs
	+ Organize and approve volunteer hours in the Community Service Record
	+ Collect and compile service recipient data, and work with Preventive Health to use the data for research
	+ Same aforementioned responsibilities will be also applied for a potential upcoming health fair that may be established for Fall 2013
	+ Collaborate with UCLA Blood and Platelet Center to host quarterly blood drives
* **Medical Outreach Directors (MOD) – (2)**
	+ Medical Outreach Project
* Organize the Medical Outreach Project targeting impoverished communities in the Philippines with inadequate access to health services.
* Plan the Fall 2013 Medical Outreach Banquet
* Purchases medical supplies and pharmaceuticals to send to the Philippines at the end of the 2013-2014 academic year
* Responsible for finding alternative sources of funding throughout the year other than the Medical Outreach Banquet
	+ Medical Mission

- Establish and oversee the Medical Mission Steering Committee, which will work with Executive Directors and the Bugasong Pag-Ulikid Foundation to plan the Medical Mission in the Philippines* **Senior Smiles (2)**
	+ **Mission**: To enrich the lives of senior citizens at local elderly care communities through activities and visits that are focused on mental, emotional, and social health and to educate volunteers on the needs of the elderly population
	+ Receive training on understanding and responding to common age-associated conditions such as levels of dementia and sensory impairments
	+ Learn how to co-lead 1 hour training sessions for new volunteers
	+ Visit a nearby site for 1-2 hours, 5-7 times a quarter, with visits ranging from leading simple and appropriate exercise "class", reading to residents, or even conversation to provide companionship
	+ Organize a monthly or quarterly special event for the residents such as a small music performance or a social
	+ Create a monthly/biweekly schedule for when volunteers will be visiting site and, if needed, accompany volunteers on initial visits
	+ Hold quarterly meetings with all volunteers to create a space where volunteers can share their experiences and recommendations
	+ Organize and approve volunteer hours in the Community Service Record
	+ Work with Gabriel Gomez or the new volunteer director on maintaining, improving, and expanding the Senior Smiles site
	+ Same aforementioned responsibilities will be also applied for a potential senior home site in Vintage Westwood Horizon senior home in Westwood.
 |
| **PRE-HEALTH MENTORSHIP AND ADVISING DIRECTORS (2)** |
| **Goal:** To provide resources and information to undergraduate UCLA students, which are related to career exploration, academic encouragement, and mentorship, with a focus in health* Mentorship Program
* Oversee PCH’s mentorship Program
* Form mentorship pairs for the year according to pre-health career goals and other academic/personal aspects
* Plan and facilitate Reveal Day in Fall Quarter
* Plans mentorship program events quarterly
* Evaluates status of program at the end of each quarter
* PCH Walk
* Maintains PCH walk, the PHAM component website that offers resources to general members
* PCH Walk Resource: Compiles list of classes taken from everyone to make staff accessible to general members as a resource for class advice, tests, notes, and more
* Quarterly Study List: Compiles list of classes taken from all staff and general members to allow PCHers to form study groups
* Pre-Health Panel
* Invite professionals from different fields of healthcare to quarterly Pre-Health Panels
* Coordinate event logistics including room, funding, pamphlets, and evaluation forms
* Facilitates interactions between panelists and members during panel
* Other tasks
* Keeps members up to date on campus opportunities for pre-health preparation event, academic resources, and more
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| **PREVENTIVE HEALTH DIRECTORS (2)** |
| **Goal**: To promote preventive health education and services within the greater Los Angeles communities in order to encourage healthy habits and avoid development of deadly diseases, such as hypertension and obesity* **Applicants must be over 18 and have a driver’s license** **by Fall 2013**
* Organizes weekly Health Sites at select Seafood City locations and with other community partners throughout the school year and potentially in the summer
* Responsible for publicizing health sites as well as ensuring attendance of Service Recipients
* Leads the blood pressure and hypertension station at PCH health fairs
* Attend Student Risk Education Committee (SREC) Hypertension subcommittee meetings to prepare for blood pressure screening trainings and Volunteer Health Mentor trainings
* Collaborate with the American Heart Association and SREC to organize volunteer training for blood pressure screening
* Responsible for organizing volunteering training for BMI, HIPAA and the Volunteer Health Mentor Program
* Responsible for a community assessment evaluation for Health Sites
* Maintain all equipment, volunteer information and service recipient educational material
* Update health site statistics and explore ways to collaborate with health professionals to use this data for research
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### **2013-2014 Staff Application**Due Friday, April 05, 2013 at 11:00PM**email application directly to:** [**apply.pch.ucla@gmail.com**](file:///C%3A%5CDownloads%5Capply.pch.ucla%40gmail.com)

### **subject: Full Name - PCH Staff Application 2013-2014**

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| **Part 1: Applicant Information** |
| **Last Name** |  | **First Name** |  | **MI** |  | **Birthday** |  |
| **Street Address** |  | **Apartment/Unit #** |  |
| **City** |  | **State** |  | **ZIP** |  |
| **Phone** |  | **E-mail Address** |  |
| **Year** |  | **Major(s)** |  | **Minor(s)** |  |
| **Please list available time frames for a 10 min. interview on Friday, April 12th, between 3:30pm- 9:00pm.** **(ex. 6-8:30 p.m.)** |  |
|  |
| **Part 2: Position(s) you are applying for – Rank in order of preference**(Options: Community Outreach, Preventive Health, Pre-health Advising and Mentorship, Member Relations, Staff Assistant) |
| **1.** |  | **2.** |  | **3.** |  |
| ***NOTE: Entering more than one position signifies that you are truly interested in these roles with PCH. Please place more than one only if you are willing to be considered for selection of these positions.*** |
|  |
| **Part III: Please answer the following questions. Be honest and concise. (Maximum word limit: 150 words/question)** |
| 1. **How long have you been a member of PCH and how have you been involved? Please list your involvement in committees, sites, fundraisers, meeting attendance, and any other PCH activities.**
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| 1. **Why are you involved with PCH?**
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| 1. **Why are you applying for this/these position(s)? Feel free to focus on your first and second choices if going over the word limit is an issue.**
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| 1. **Do you have any suggestions for future expansions and/or changes for this/these component(s)? Feel free to focus on your first and second choices if going over the word limit is an issue.**
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| 1. **Tentatively, will you be able to commit time to PCH during Spring Quarter 2013 and Summer 2013 at UCLA? If yes for summer, please also include at what session or time frame.**
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| 1. **Please rank all your time commitments for next year (with the highest priority first, 2nd highest priority next, etc.). Please include where you would place PCH among those time commitments. Also, indicate any officer positions you will have or may have. \*Fill out last page for more detailed time commitments.**

**Example: 1) Academics. 2) PCH. 3) Community Service Commission – Project Liaison Director. 4) etc.**  |
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| 1. **Based on your previous experience as a member of PCH, what improvements (if any) would you like to implement in order to enhance PCH as a whole and to further its mission?**
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| **Statement of Policies** |
| * **ALL STAFF MEMBERS ARE EXPECTED TO ATTEND ALL STAFF MEETINGS, GENERAL MEETINGS, AND AT LEAST ONE HEALTH SITE VISIT EVERY QUARTER. THE EXECUTIVE DIRECTORS MUST BE NOTIFIED IN A REASONABLE AMOUNT OF TIME FOR ANY ABSENCES.**
* **ALL STAFF MEMBERS ARE RESPONSIBLE FOR UPHOLDING THE MISSION STATEMENT OF PILIPINOS FOR COMMUNITY HEALTH AND SERVE THE COMMUNITY AS UCLA STUDENT LEADERS THROUGH THE DESCRIPTIONS MENTIONED ABOVE.**
 |
| **By signing this application, you have read and understood the policies that will be enforced upon selection into the Pilipinos for Community Health Staff.** |
| **Signature** **(type full name):** |  | **Date:** |  |

**Please list ALL of your commitments next year.**

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| **Commitment** | **# of hours per week** | **Description** |
| Example: PCH Preventive Health Director | 5-10 | Going to weekly health sites, PCH meetings, organizing logistics |
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