



Community Outreach Program (C.O.P.) 2024-2025 Job Descriptions

Thanks for your interest in COP! The program is open to *MSN Entry into Nursing* students at the JHSON. COP students are placed to work with 1 designated partnering community-based organization (CBO) throughout Fall and Spring semesters (*with the potential of extending a bit into the Summer term*). Additionally, COP students are eligible to be paid to work for \$15/hour for a **MAXIMUM of 4 hours per week** throughout the year.

COP Mission:

We prepare nurse leaders in *public health nursing*. We are committed to improving the health of populations and advancing professional practice.

Service-Learning Placements:

COP offers a range of placement opportunities with a number of partnering CBOs in Baltimore City. All placements require students to work at least some of their hours onsite at the CBO where students can directly interact with the local population. Opportunities range from the following:

- Expanding access to food and nutrition education
- Providing health education and community outreach
- Navigating access to health resources and social services benefits
- Offering hospice services
- Supporting existing educational and arts-based programs
- Helping adults in career training programs
- Assisting a harm-reduction program with outreach and education
- Several CBOs are seeking bilingual students (or some language proficiency) - Spanish, French

Additional Components and Requirements of COP include:

- Weekly reporting of hours through Hopkins Engage (HE) and timesheet submissions
- Monthly COP Reflection Sessions - participate in critical reflection with other COP students
- On-going work with your CBO and preceptor
- Final COP Impact activity at the end of the year

APPLICATION INSTRUCTIONS:

- Review the following COP job descriptions available for 2024-2025.
- Select which COP placements are of interest to you. Be sure to consider location, availability, and desired skills and experiences
- Submit your [COP application online](#).

**Community Outreach Program (C.O.P.)
Job Description
2024-2025**

Organization:	Amazing Grace Lutheran Church
Address:	2424 McElderry St. Baltimore, MD 21205
About Org:	Amazing Grace is in its 28th year of service. The church and the Center for Grace-Full Living seek to be a safe, healthy, healing place for east Baltimore neighbors. We practice radical hospitality with doors open to the community all week long for neighbors to stop in for love, resources & support. We work collaboratively through social ministries to address food insecurity; provide health, healing & wholeness programming focused on various dimensions of wellness; community gardening & more to be responsive to the needs of neighbors.
Website:	https://www.amazinggracelutheran.org/
Position Title:	Food Ministry Health Intern
Student Roles:	<ul style="list-style-type: none"> • Help ensure that Food Ministry offerings (weekly pantry & community meal) are maximizing opportunities to improve the overall health of neighbors – taking into consideration nutritional content and community health indicators such as diabetes & hypertension Ex: Assist with meal planning & recipes ideas • Help onsite neighbors connect to health-related resources & partners • Utilize gatherings to provide information & share educational materials to improve health outcomes
Qualifications:	Bilingual Spanish/English proficiency encouraged, but not required
Hours:	<p>4 hours/week with as much overlap as possible with existing food ministry offerings. Ideally this would include some planning time and interaction with participants both Tuesday & Thursday.</p> <p>Tuesday – Community Meal & Fellowship 12 pm -1:30 pm Thursday – Neighbor Choice Food & Supply Pantry 10 am- 12pm.</p> <p>Ideally, a COP student would have at least some overlap in availability with either of these 2 weekly events on Tues or Thurs. The location is very close to the School of Nursing (just a few blocks east on McElderry St., just past the NE Market).</p>
Additional Opps:	In addition to possible cooking classes, there could also be opportunities to help support the Amazing Seniors program, community-gardening initiatives & seasonal events.

# of Positions:	1
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**Community Outreach Program (C.O.P.)
Job Description
2024-2025**

Organization:	Baltimore Crisis Response Inc.
Address:	5124 Greenwich Avenue, Baltimore MD 21229
About Org:	<p>Baltimore Crisis Response, Inc. (BCRI) is non-profit organization deeply rooted in the Baltimore City community. As the city’s only behavioral health crisis response program. Our mission is to provide timely and effective community-based mental health, and substance use services in the most trauma-informed least restrictive environment possible. Since 1992, we have helped many individuals overcome mental health and substance use disorders regardless of their ability to pay. BCRI provides a comprehensive array of behavioral health crisis response services to meet the needs of the individuals we serve in Baltimore City.</p> <p><i>Call Center and Mobile Dispatch:</i> 24/7 service answering the 988 Suicide & Crisis Lifeline for Central Maryland as the regional administrator and provider. Trained counselors provide substance use information and referrals, supportive counseling, suicide crisis intervention, and adolescent crisis intervention.</p> <p><i>Mobile Crisis Response:</i> Clinicians, peers, and nurses work with our call center to be the first responders to individuals experiencing behavioral health crises, 24/7/365. Teams respond to youth and their families and adults in crisis.</p> <p><i>Crisis Residential Unit:</i> Serves individuals experiencing mental health crises who are in need of support and stabilization.</p> <p><i>3.7 Withdrawal Management and 3.7 Residential SUD Treatment:</i> BCRI operates a short-term Level 3.7WM, (5-7 day) residential medical detox unit. It also offers a 3.7 residential addiction treatment unit for individuals who need longer term addiction treatment.</p> <p><i>Law Enforcement Assisted Diversion (LEAD) Program:</i> LEAD is a pre-booking diversion program that redirects low-level offenders to community-based services instead of prosecution. Our case managers and peer specialists offer trauma-informed care from a harm reduction perspective.</p> <p><i>Community Outreach and Critical Incident Debriefing:</i> BCRI responds to incidents and events affecting individuals, groups of people, and communities as a whole. In this regard, teams work with groups attempting to cope with violent crime, sudden death (homicide/suicide), and disasters. BCRI does community outreach and training to promote education, early intervention and treatment.</p>
Website:	https://bcresponse.org/

Position Title:	Health Education and Community Outreach Intern
Student Roles:	The Health Education and Community Outreach Intern will work closely with BCRI's nurses assisting with community outreach activities and in-person client health education and training. They will assist with preparing and facilitating presentations to community stakeholders, staff and clients being served at BCRI's Crisis Residential and SUD Residential Units. Health education presentations and/or client groups will focus on prevention, early intervention and health and wellness. Group topics will include how to use Naloxone, Fentanyl and Xylazine testing, HCV, HIV and STI, Nutrition, Colon and Breast Cancer Prevention, Meditation and Integrative Breathing, and Mindfulness. Also assist with increasing access to health education resources for BCRI to share with the clients being served.
Qualifications:	<ul style="list-style-type: none"> • Ability to work with adults who are stabilizing with their mental health and/or addiction crisis • Ability to work independently and as a member of a multi-disciplinary team • Strong verbal skills, empathy and flexibility • The desire to work with underserved populations, who struggle with maintaining stable housing and staying linked with mental health, addiction and somatic healthcare and other support services.
Hours:	Daytime primarily when at BCRI between the hours of 8 am -5 pm. Can work some weekend hours on site. Off-site hours are flexible. The student will be assigned work projects by the supervisor that can be worked on or off-site. Flexibility with hours on site!
Additional Opps:	
# of Positions:	1

**Community Outreach Program (C.O.P.)
Job Description
2024-2025**

Organization:	CASA
Address:	2706 Pulaski Highway, Baltimore, MD 21224
About Org:	With over 122,000 lifetime Latino, immigrant, and working-class members across 46 US states, CASA is the foremost immigrant organization in the mid-Atlantic region and a national leader in supporting immigrant families and ensuring that all individuals have the core supports necessary for full participation in society. Now a national immigrant powerhouse, CASA creates change with its powerbuilding model blending human services, community organizing, and advocacy in order to serve the full spectrum of the needs, dreams, and aspirations of members.
Website:	https://wearecasa.org/
Position Title:	Community Health Navigation Internship
Student Roles:	<ul style="list-style-type: none"> • Enroll families with social services benefits such as BGE assistance, Water 4 all and food stamps • Conduct intakes and register families for a multitude of health screenings. The volunteer will take down demographic info, but will not be conducting the screenings • Assist in community outreach to spread the word about our services • Prepare health modules for different health presentations for community members. Some presentations already exist and will serve as a guide.
Qualifications:	<ul style="list-style-type: none"> • Proficient Spanish/English or French/English is preferred. Students who only speak English are still welcome to apply • Fast learner • Experience working in a multicultural environment
Hours:	Our health team works Tuesday-Saturday from 11 am -7 pm. Once student is selected, we can discuss schedule that works
Additional Opps:	There will be opportunity for outreach at other locations
# of Positions:	2

**COP Job Description
2024-2025**

Esperanza Center

Brief Description of Organization:

Esperanza Center is a comprehensive immigrant resource provider that welcomes thousands of immigrants to the United States each year. Our mission is to welcome immigrants by offering hope, compassionate services, and the power to improve their lives. We actively seek to live out our mission through services offered in the areas of: Client Services, Educational Services, Health Clinic Services, Social Services, and Immigration Legal Services.

Website: <https://cc-md.org/programs/esperanza-center/centro-esperanza/>

Address: 430 S. Broadway

Position Title: Spanish Language Assistant – Health Clinic

General Information about Esperanza Health Services:

Esperanza Health Services offers free primary care and dental care to the uninsured immigrant community. Serving over 2,000 unique patients each year at our 430 S Broadway location, Esperanza is a member of the National Association for Free and Charitable Clinics and is a participating clinic in the Johns Hopkins “The Access Partnership” (TAP) program.

Roles and Responsibilities may include:

Assist with patient communication, both telephonic, email, and EMR messaging. Students will have access to a telephone to make these calls.

Assist patient queries regarding medication refill needs

Support patients experiencing communication challenges with JH specialists via the TAP program

Support patients with Johns Hopkins billing concerns

Training will be provided on patient communication and use of the Epic Electronic Medical Record

Qualifications for the Position:

Nursing student must be *bilingual/fluent* Spanish speaker. Experience using Excel spreadsheets.

Available Hours:

Mon-Thurs, 8:30am – 6pm. Some flexibility with scheduled hours.

Additional Opportunities:

Number of Available Placements: 1

Site	Food for Life Program at Hampstead Hill Academy 500 S. Linwood Street Baltimore, MD 21224
Title	Community Outreach Student Intern
Description	Hampstead Hill Academy is a PreK-8 th grade public charter school in the Canton neighborhood in East Baltimore. Food for Life (FFL) is a hands-on nutrition education program that teaches kids how to cook and enjoy healthy foods. FFL includes classes during the school day and after school and culinary arts clubs. The culinary arts club hosts community dinners, during which students prepare and serve a meal for their families, friends, and community members.
Role	To assist with facilitation of after school clubs, and community dinners. Interns' exact role and responsibilities will be determined based on availability and interest.
Responsibilities	Interns will: <ul style="list-style-type: none"> • Assist Food for Life teacher during classes, garden club, culinary arts club, and/or community dinners. • Lead small groups of students in cooking tasks. • Assist with program preparations, materials set-up, and clean up.
Hours	Food for Life classes during the school day: Approximately 4 hours weekly, during any of these time slots: 9:05-10:05 am: 5 th or 6 th grade 10:15-11:00 am: 1 st or 2 nd grade 11:10-11:55 am: 3 rd or 4 th grade 12:45-1:45 pm: 7 th or 8 th grade 1:55-2:35 pm: PreK or K
Additional Opportunities	After School Clubs and Events: 2:45-4:15 pm: Culinary Arts Club (once a week, inquire for dates) 2:45-7:30 pm: Community Dinners on January 9, 2025 and March 13, 2025
Personal Qualifications	<ul style="list-style-type: none"> • Comfortable working with children ages 4-14. Previous experience working with children is desirable. • Basic knowledge of cooking skills and experience following recipes and cooking from scratch. • Interest or experience in childhood nutrition is desirable. • Interest or experience in horticulture and/or gardening is desirable.
Number of Student Placements Available for this Job Description	2 (However, the 2 COP students could not come at the same time as the teaching kitchen is small.)

**Community Outreach Program (C.O.P.)
Job Description
2024-2025**

Organization:	Gallagher Services
Address:	2520 Pot Spring Rd, Timonium MD 21093
About Org:	Gallagher Services is under the the Family Services Division of Catholic Charities. We serve people living with intellectual and developmental disabilities. We have 46 group homes in the Baltimore metropolitan area and support several day programs.
Website:	www.cc-md.org
Position Title:	Health Skills Intern
Student Roles:	<p>Students would be asked to develop and facilitate 45 minute - 1 hour sessions with small groups of individuals that we support. Topics could include: Healthy Eating/Cooking/Food Choices, Exercise routines, the importance of proper sleep, Good hygiene, Good dental health, and much more.</p> <p>The students would need to create interactive sessions and be able to deliver sessions to individuals who may have limited capacity to communicate.</p>
Qualifications:	Strong communication skills and the ability to present information in simple terms.
Hours:	<p>Opportunities in Timonium (Baltimore County) for daytime hours and <i>occasional</i> Baltimore City opportunities in evenings. The preference would be for students to come to the Timonium locations, as these locations are easier to access and schedule overall.</p> <p>Gallagher Services has 2 day programs that serve 60-70 people daily from 9:30 am - 3 pm Monday - Friday in Timonium (Baltimore County). These programs are located at 2520 Pot Spring Rd and 2300B Dulaney Valley Rd (which is the campus directly across the street). Students could come in and work with the people we support during the week at either one of these day care locations.</p> <p>If student schedules do not permit working during the week in Timonium, they can go to any one of our 46 group homes and work with the people living in those homes during the week from 4-8 pm or weekends.</p>
Additional Opps:	We have been charged with by CQL (our accrediting organization) to develop way for the people we support to become more engaged with their own healthcare decisions and

	choices. We are open to any other ways this can be facilitated.
# of Positions:	2

Community Outreach Program (C.O.P.)

Job Description

2024-2025

Organization:	Gilchrist Hospice
Address:	11311 McCormick Road Cockeysville, MD 21030 (<i>administrative location</i>) Gilchrist Baltimore Center, 1060 E. 33 rd Street, Baltimore, MD 21218
About Org:	Gilchrist provides care that allows people to live their final months and days to the fullest. Above all, our focus is on providing quality care without pain, in the place that provides the most solace.
Website:	www.gilchristcares.org
Position Title:	Hospice Volunteer
Student Roles:	<p>Students will go through a thorough hospice training program to prepare for the position. The training is <i>online</i> and may take <i>up to 16 hours</i> to complete. Students can participate in any of the core roles noted below or participate in a combination of roles.</p> <p>In-person Residential Care Community Students will serve patients and family members at a nearby independent, assisted living or nursing facility. Volunteers visiting in these settings can spend between 30 minutes to 1 hour with patients once a week or biweekly. Similar to home care visits, the focus is on companionship, with activities such as reading, music appreciation, games, or participating in facility activities. Facility staff are always available to assist as needed. We encourage volunteers to introduce themselves to caregivers before and after visits to share their experiences and build a rapport. After each visit, we ask that volunteers document their visit within 24 hours, using this link- Gilchrist Visit Documentation Form</p> <p>In-person Gilchrist Baltimore Inpatient Center Students can serve patients and family members in the inpatient center 7 days a week, Sunday-Saturday, from 7am-9pm, in 2-hour shifts.</p> <p>Outreach work to Inner City residents Help with Outreach events in the city to create greater health awareness and/or access – ex. Walk with the Doc, visits at the YMCA and other area organizations.</p>
Qualifications:	<p>A good candidate must be compassionate and have a desire to work with patients and their families in a hospice setting. They must be reliable and self-sufficient. They must have great listening and communication skills.</p> <p>Background check is required (JHSON is acceptable) as well as additional paperwork.</p>
Hours:	Flexible hours
Additional Opps:	Gilchrist offers additional trainings that may be relevant to future career goals.
# of Positions:	3-4

Site	Jubilee Arts 1947 Pennsylvania Avenue Baltimore, MD 21217
Title	Administrative Assistant/Classroom Teaching Assistant
Description	<p>Jubilee Arts is a comprehensive arts program that uses art as a tool for learning our past, changing our future and building community in west Baltimore. Jubilee Arts provides art classes (in ceramics, visual arts, dance, sewing, portfolio building, and youth entrepreneurship) four days a week and cultural activities to both children and adults and serves approximately 2,000 people annually.</p> <p>Jubilee Arts is a program of the community nonprofit Intersection of Change whose work to date includes Jubilee Arts, Strength to Love, Martha’s Place and significant neighborhood revitalization of the 1900 and 2000 blocks of Pennsylvania Avenue through the full renovation of multiple previously vacant and dilapidated buildings.</p>
Role	As a Teaching Assistant, you will be essential in Jubilee Arts’ successful classes and assist in making Jubilee Arts a safe, fun, and creative space. As an Admin Assistant, you will have an incredible opportunity to get to know our youth and adults, create art with them, and be a part of their growth as artists. Our lead teaching artist depends on our volunteers to make our work a success, especially reminding our students of class times for the day and informing parents about updates and potentially class reminder phone calls.
Responsibilities	<p>Art/Dance Classroom Assistants will:</p> <ul style="list-style-type: none"> ● Send Daily Class Reminder Emails ● Take class attendance ● Call and/or text reminders to class participants ● Support the instructor during classes ● Keep the vibe positive and engaged for the duration of the course ● Build relationships with participants that encourage them to return to the class each week ● Assist Program Manager with various admin and classroom teaching tasks.
Hours	<p>Weekday afternoons and evenings (we are flexible, so you can let us know when you are available to assist!)</p> <p>Our hours of class operation are Monday-Thursday 3 PM – 8 PM with two morning class options on Tuesday and Wednesday 10 AM – 12 PM.</p>
Additional Opportunities	Participate in large-scale art projects, events and initiatives (these opportunities are in-person)

Personal Qualifications	<ul style="list-style-type: none">● Strong people skills● Zoom experience – in the case that any sessions are needed to be held online, support with handling any Zoom tech issues. However, sessions are intended to be held in-person <i>when needed</i> to handle any tech issues● Comfortable working with young people● Art experience is <i>not</i> required
Number of Student Placements Available for this Job Description	2-4 students, Jubilee Arts could accommodate up to two COP interns at any given time.

**Community Outreach Program (C.O.P.)
Job Description
2024-2025**

Organization:	Maryland New Directions
Address:	2700 N Charles Street Suite 200, Baltimore MD 21218
About Org:	Maryland New Directions (MND) is a 51-year-old award-winning non-profit organization offering no-cost employment coaching and specialized career training programs for Baltimore area residents, ages 18-60 years of age. MND works with an average of 300 unemployed and underemployed motivated individuals each year, most of whom face obstacles in finding a job, advancing with their current employer, or establishing a new career.
Website:	https://mdnewdirections.org/
Position Title:	Community Engagement Intern
Student Roles:	<p>The Community Engagement intern will act as a supporting role of the Community Engagement Manager.</p> <p>Expected duties include:</p> <ul style="list-style-type: none"> • Computer Lab Support during our Public computer lab hours • Support weekly program enrollment sessions for prospective clients • Assist with Clothing Boutique by coordinating donations, overseeing operations, and supporting volunteers • Community Outreach and Canvasing • Assist in acknowledging donors and volunteers
Qualifications:	<ul style="list-style-type: none"> • Experience in customer service, general administration, and/or project management • Ability to effectively organize and prioritize daily tasks to meet deadlines • Project-oriented with strong multitasking skills • Experience using Excel spreadsheets • Proficient in business communication, both verbal and written • Quick learner with a solution-oriented approach to problem-solving • Excellent collaboration, follow-up skills, and teamwork attitude • Maintain a high level of confidentiality
Hours:	Our team works Monday-Friday from 8 am - 5 pm.
Additional Opps:	special events, outreach events, program research, and curriculum development
# of Positions:	2

**Community Outreach Program (C.O.P.)
Job Description
2024-2025**

Organization:	SPARC Center
Address:	908 Washington Blvd, Baltimore MD 21230
About Org:	SPARC is a harm reduction drop-by center and outreach program, for women and other gender marginalized people in South and Southwest Baltimore. SPARC provides an array of low- barrier holistic healthcare services, at no cost. Due to the COVID-19 epidemic, SPARC adapted its model to focus on the delivery of harm reduction services including a syringe service program, testing services (HIV, STI, Hepatitis C), naloxone distribution, food, clothes, hygiene, and safer sex supplies.
Website:	https://www.facebook.com/SPARCWomensCenter/ https://www.instagram.com/sparc_center/
Position Title:	Outreach Educator
Student Roles:	COP student(s) will support mobile outreach program and/or center-based services with help assembling harm reduction and health kits, foot outreach, and greeting and serving participants.
Qualifications:	Preference given to those with lived experience, with sex work and/or drug use.
Hours:	Flexible schedule
Additional Opps:	The COP student(s) may also support programming through the development of educational resources to be used by the center.
# of Positions:	2

Site	<p>COMPASS Center for Community Programs, Innovation, and Scholarship At Wald Community Nursing Center & Outreach 901 N Broadway St, Baltimore, MD 21201 Northeast Market: 2101 E Monument St, Baltimore, MD 21205</p>
Title	Health Education Associate
Description	<p>The Positions and Project opportunities for COP students and CHN will be hybrid. The COMPASS team will evaluate the when and how to implement in person and on-site programs and services based on JHSON guidelines, CDC recommendations; and Baltimore and Maryland Health Commissioners' recommendations.</p>
Role	Community Outreach Program (COP) Student Nurse

Responsibilities

Clinical associates may be involved in the following activities:

- Hypertension screenings at community outreach events
- Obtaining vital signs
- Education on chronic conditions (HTN, DM)
- Diet, exercise, and weight loss counseling
- Referrals to community resources
- Creating education materials for newsletters and/or bulletin boards

Associates may also assist with organizational and administrative tasks that support the clinical functioning and activities of the Wald Community Nursing Center.

- ***Day at the Market (D@M)*** is a community partner of COMPASS. Every 2nd and last Wednesday of the month, COMPASS provides hypertension screenings for patrons of the market. COP students would be required to attend and support this effort as their class schedules permit. This takes place at the Northeast Market and Lexington Market.
 - ***Flu Vaccine Clinics***
 - o COMPASS, along with Public Health Nurses, spearheads multiple flu vaccine clinics from September to January every year. The Wald Clinic COP student would be required to participate in this effort which would include but not be limited to educating the community about vaccines, vaccine clinic promotion and administering vaccines (under supervision of licensed RNs) during the clinics. These clinics occur across the city.
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- **Projects (COP students eligible for any of these projects)**
 - **Website Enhancements** - this project involves enhancing and providing current health information to COMPASS public website, such as flu shot info and sites, COVID-19 testing, general fall and winter health updates.
 - **Educational Tools** – COMPASS is continuously creating brochures and flyers that provide education to community members on a variety of health topics including sleep, nutrition and chronic health conditions.
 - **Wald organization** – Wald has recently reopened after extensive renovation. The COP student assigned to Wald would take part in the ongoing oversight of projects pertaining to building organization, staff support, maintaining patient files and more.
 - **School of Nursing volunteer opportunities** – COMPASS works closely with the SON to bring volunteer opportunities to faculty, staff and students. The COP student would be tasked with working closely with COMPASS staff to enhance and widen the SON community outreach efforts.

Hours	Hours change throughout the year based on faculty and student schedules. Maximum of 4 hours/week. Schedules are flexible.
Additional Opportunities	<ul style="list-style-type: none"> • Health Education Programs • Health fairs • Outreach to local community centers to advertise Wald services
Personal	<ul style="list-style-type: none"> • Flexibility

Qualifications	<ul style="list-style-type: none"> • Cultural sensitivity • Ability to prioritize and juggle multiple tasks • Sense of humor • Commitment to working with the East Baltimore Community • Innovative, creative thinking
Related Agencies/Sites	<ul style="list-style-type: none"> • Wald Community Nursing Clinic • House of Ruth Maryland • Henderson Hopkins School • Day at the Market (D@M)
Number of Students requested	4