Yale University President’s Public Service Fellowship
Proposal for Fellowship Placement • Summer 2020

- Organization:
  Christian Community Action
- Full street address of organization (*Fellows must be provided with a desk and computer at placement site and cannot work remotely)*:
  168 Davenport Ave. New Haven, CT 06519
- Website: [www.ccahelping.com](http://www.ccahelping.com)
- Name and title of person who will be the Fellow’s direct supervisor (*the supervisor must be available to supervise Fellow on a daily basis)*:
  Nicole Smith, Director of Emergency Family Services
- Phone number and e-mail address of proposed direct supervisor:
  203-777-7848, nsmith@ccahleping.org
- Placement dates (*8-11 weeks between Tuesday, May 26 and Friday, August 7, 2020*):
  May 26, 2020 to August 7, 2020
- Are placement dates flexible? If so, please describe:
  Placement dates are open to negotiation should a need arise.
- Proposed work schedule (*placements should be equivalent to full-time and not more than 37.5 hours/week)*:
  Monday-Friday 9:00 a.m. to 5:00 p.m.

Placement Description

- Organization description (*mission statement, population served. 150 words or less.*):
  Christian Community Action (CCA) is an ecumenical social service organization that expresses faithful witness by providing help, housing, and hope to those who are poor in New Haven. At the core of this mission is the belief that all families deserve to be treated as people, not as problems, with dignity and respect. This is an essential first step toward breaking the cycle of poverty.

  Our programs help families that are homeless to achieve and maintain self-sufficiency and independence. CCA serves those experiencing extreme poverty and homelessness in New Haven and, more specifically, the Hill neighborhood.
While CCA offers support to anyone, regardless of age, the majority are individuals and families who are African American and Hispanic.

Our services include a Food Pantry, Diaper Bank, family shelter, employment services, offered by a Neighborhood Services Advocate (NSA), Family Coaches, an Employment Specialist, and a Child and Family Services Specialist.

- Write a 1-2 sentence summary of the work that the Fellow would be conducting

  The Yale fellow will operate CCA’s Food Pantry, Diaper Bank and offer emergency assistance as needed. His/her duties involve interacting with people receiving services, insuring that there is sufficient supply of items to distribute, and working closely with the Director of Emergency Family Services to make referrals to other organizations.

- Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (Suggested length: one to two pages.)

  The NSA will work Mondays through Fridays from 9:00 a.m. to 5:00 p.m. They are the liaison between community members and CCA. They work closely with the Director of Emergency Family Services (DEFS) and other staff at CCA to provide crucial support services for individuals. Duties of the NSA include operating the Food Pantry and Diaper Bank and helping the Emergency Services Coordinator with tasks such as organizing and coordinating donations and energy assistance.

  The Food Pantry is open Monday-Friday 9:30 a.m. to 3:45 p.m. and serves roughly 300 households per year. Each Thursday morning, the Connecticut Food Bank, delivers food, which the NSA oversees. The NSA is responsible for making sure that the Pantry shelves are well stocked and organized for efficient distribution. The NSA is also responsible for scheduling monthly appointments for Food Pantry guests.

  On Tuesday afternoons, the NSA is responsible for opening up Food Pantry registration to eligible community members and prepares emergency food bags for individuals who do not qualify for food or are not regular “customers.” This process includes making copies of all appropriate documents, helping individuals fill out the intake forms, and subsequently entering all new pantry clients into CCA’s database to schedule them for regular appointments.
Alongside operating the Food Pantry, the NSA will be responsible for CCA’s Diaper Bank, which runs every first and third Thursday of the month between 2:30 and 4:00 p.m. The NSA will organize the list of children who are registered and ensures the correct amount of diapers are available for registered clients. The NSA will be responsible for registering eligible families, making copies of the appropriate documents, and inputting the information into CCA’s database.

- List specific skills/experience required for the project:
  Spanish language abilities are not required, but would be helpful in the NSA position.

- Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement):
  A car is not required; however, if the Fellow has a car they will be issued a parking pass for the CCA lot.

- Briefly describe the work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.
  In the past, CCA has welcomed groups of Yale volunteers to help with beautification of CCA’s former Stepping Stone Transitional Housing location, as well as Presidential Fellows and Yale Divinity School interns to assist with program operation or implementation. All of them have helped with various projects, such as prepping apartments for incoming families in CCA’s Hillside Family Shelter, assisting with volunteer recruitment and participating in various diaper/food/toy drives.