

AMERICORPS VISTA HOST SITE APPLICATION

Program Year 2018 – 2019

Ohio Association of Free Clinics

35 North 4th Street, Suite 350, Columbus, OH 43215

Please contact Katie Kisseberth with any questions

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Background:

The Ohio Association of Free Clinics (O AFC) exists to educate and equip free clinics in planning and delivering quality health care for the underserved. We represent 50+ free clinics throughout Ohio.

In July 2013, the O AFC, partnered with the Corporation for National and Community Service (CNCS), to start an AmeriCorps VISTA project that would expand the capacity of free clinics throughout Ohio. A few examples of their activities include: volunteer recruitment, evaluation of effectiveness of procedures and implementing more efficient ones, recruitment of new physicians or nurses to the free clinics, fundraising and grant writing, and education and outreach about programs the clinics offer.

Our program has now expanded to include agencies that are not free clinics, but have a focus area in the healthcare safety net field. As an intermediary organization, the association serves as the project sponsor for the various agencies participating in this project. We provide ongoing program management and VISTA-related assistance to our agencies involved in the project.

AmeriCorps VISTA (Volunteers In Service To America):

AmeriCorps VISTA is a federally funded program that places volunteers in community-based agencies, full-time for one year, to help implement capacity building projects identified by the community and sponsoring agency. The role of the VISTA in the poverty problem-solving process is focused on mobilizing human and other resources to increase the capacity of low- income communities.

VISTA members do NOT provide direct service. Direct service can mean working directly with clients, manual labor, and administrative tasks (i.e. answering phones) not created by the member. VISTAs are system builders that participate in the planning and implementation of strategies and programs, such that the host site organization can operate and sustain the strategies and programs on their own without the assistance of the VISTA member.

Who Can Apply to Become a Host Site:

The OAFc is looking for healthcare safety net organizations throughout Ohio to host one or more full-time AmeriCorps VISTA members for one year. To qualify for a VISTA member, applicants must have the capacity to provide on-site supervision, dedicated work space, computer, phone and any other equipment necessary to complete required tasks. Interested organizations must complete the following application.

The costs will vary from year to year based upon the cost of living increase provided to the VISTAs from the Corporation for National and Community Service, which is set by Congress. The non-refundable payment is due on the start date of your VISTA member.

Non-Association Organizations: \$1,200 per VISTA member

OAFc Member Organizations: \$800 per per VISTA member

*****If the cost sharing is a barrier for your organization,** please reach out to the Director of Membership Development, Katie Kisseberth (kkisseberth@ohiofreeclinics.org).

The OAFc Director of Membership Development and VISTA Leader will assist sites with identifying potential candidates, but the main recruitment efforts should come from the site. After a site has selected a candidate, Katie will arrange an informational call or webinar with the candidate to discuss the AmeriCorps VISTA program and policies in greater detail.

Program Overview

- √ VISTA members serve full-time for one service year. If, for any reason or at any point in time, a VISTA member must discontinue service, a host site cannot receive a replacement VISTA and must wait until the next application cycle to apply for a new member.
- √ All VISTA members receive a modest living allowance, health coverage, and the choice of either an education award or an end-of-year stipend upon completion of service. They may be eligible for child care benefits or a relocation allowance if traveling more than 50 miles to serve.
- √ VISTA members will begin service at host sites in late June (exact date TBD).
- √ Host site supervisors, identified as part of this application, are required to attend a sub-site VISTA supervisor training in Columbus, Ohio. Training dates in 2018 are February 27 and March 1, from 10:00 – 3:00. Supervisors need to attend only one of the two training dates, and attendance is mandatory.
- √ All VISTA members are required to submit bi-weekly timesheets and a monthly report, along with any supporting documentation upon the request of the association.

Recruitment Timeline

VISTA Host Site Application Due	January 19th
Award Notice to Host Sites from OAFB	January 29th
Recruitment Begins	Early February
OAFB Recruitment Training Webinar	February 12, 1 PM
CNCS Host Site Supervisor Training	February 27 or March 1
VISTA Candidate Selection Deadline	Mid-March
VISTA Member Start Date at Host Site	Late June (Date TBA)

Appropriate Tasks for VISTA Members

All of the goals and objectives of the VISTA project are listed in the VISTA Assignment Description (VAD) and should lead to measurable outcomes and the sustainability of the project.

Examples of AmeriCorps VISTA member activities:

- √ Build partnerships with community entities
- √ Recruit, screen, train, and coordinate volunteers
- √ Write grant applications for funding and other resources
- √ Solicit donations and other in-kind support for the project
- √ Publicize the project
- √ Create community events to support the project
- √ Mobilize resources in and outside of the community in support of the project
- √ Promote project sustainability

Activities AmeriCorps VISTA members cannot do:

- √ Perform “direct service”, such as working directly with clients of the clinic or organization.
- √ Perform activities that were previously performed by a paid staff member
- √ Create or enter into any contracts on behalf of a clinic site
- √ Engaging in religious or political activities while on duty

Application Instructions

- **Applications are due no later than January 19th, 2018**
- **All applications must be typed.** Hand written applications will not be accepted. Application are to be submitted by emailing completed application to kkisseberth@ohiofreeclinics.org
- Incomplete applications will not be considered.

Application begins on the following page

**Ohio Association of Free Clinics
AmeriCorps VISTA
2017 – 2018 Host Site Application**

Host Site Information

Agency Name:

Address:

County:

Telephone:

Fax number:

Office Hours of Site:

Supervisor Information

The site supervisor will be responsible for the support and supervision of the VISTA member at your organization. They will be the VISTA member's primary point of contact, meeting with them on a regular basis and performing the on-site orientation when the VISTA begins service. Anticipate dedicating more time when the member first comes on-board with a decline as they get situated with their projects.

Supervisor Name:

Supervisor Organizational Title:

Supervisor Email address:

Supervisor Telephone:

VISTA Information

1. Number of 2018 – 2019 VISTA Members being requested:

2. Will the VISTA have immediate and consistent access to equipment required to perform all duties such as: a phone, computer, printer, the Internet and a desk?

☐ Yes, the VISTA(s) will have immediate and consistent access to all necessary equipment.

3. VISTA Members are required to work a minimum of 37.5 hours a week, will your member be able to accomplish that at your organization? If not, how many hours could they complete?

☐ Yes they can complete 37.5 hrs per week. ☐ No, they can complete _____ hrs per week

4. Your organization understands that its assigned VISTA is to have immediate and consistent access to a supervisor / supervisors.

☐ Yes, we understand the VISTA will have immediate and consistent access to a supervisor / supervisors.

5. Your organization understands it must provide an On-Site Orientation to the VISTA(s) within the first two weeks of starting service.

☐ Yes, we understand we must provide this orientation.

6. Timeline: Your organization understands the recruitment timeline outlined at the bottom of Page 3 of the instructions and does not anticipate any issues (especially related to recruitment and the Mandatory supervisor training).

☐ Yes, we understand the timeline and do not anticipate any issues.

7. Do you anticipate any major changes in your funding level, programming, or staff over the next 12 months? If yes, please explain.

Organizational Background

1. Give a brief background of your organization's history, major programs, and mission.

2. Has your organization participated in the AmeriCorps VISTA program before? If so, please detail the terms of service and projects for your previous AmeriCorps VISTA Members. How would your proposed project build on or stand out from your previous VISTA projects?

VISTA Project Information

In this application, the OAFC asks that you demonstrate:

- Responsibilities and duties of AmeriCorps VISTA members that are geared towards building permanent infrastructure within your organization
- Proposed project results that are measurable and convey the actual impact the project will have on the individuals, families and communities being served.

1. Please describe how your organization proposes to utilize the VISTA member(s).

2. VISTA projects must contribute to the mission of bringing individuals and families out of poverty. What are your proposed projects results? What would be the impact on the community being served?

3. Describe how your organization plans to ensure the sustainability of the VISTA project after the completion of the VISTA service term.

4. AmeriCorps VISTA Host Sites are responsible for most recruitment efforts. Please describe your organization's recruitment process and how applicants will be evaluated for potential placement.

5. For many AmeriCorps VISTA Members, service is a way to not only give back to their communities but also learn important professional skills for their future careers. Describe how your organization will support the professional development of your member(s).
6. Numerous VISTA projects have found that retention of VISTA Members for their full year service depends on regularly recognizing their accomplishments. Describe how your organization will recognize the accomplishments of your member(s) during their service year.

Job Description

Outline the tasks and activities the AmeriCorps VISTA member will perform during their service year. If awarded a VISTA Member / Members, OAFC will use your answers in this section to create an online posting for your VISTA position. Examples are included for each question below. ***Pay careful attention to character limits for each section.***

1. Give a brief two (2) line summary introduction for the project. This is what a potential applicant will see before clicking the position open to see more. Making this as exciting and interesting as possible will help you get more applicants.

(200 characters or less): *(Example: "Help increase health access for under-served refugees in Central Ohio by developing resources for a free medical clinic and recruiting volunteer interpreters.")*

2. Enter your program goals. (2000 characters or less):

(Example: "The Ohio Association of Free Clinics is a state-wide agency that works with all partnering free clinics in Ohio to expand awareness of the free clinic network, identify new funding sources for the network, and increase the capacity of the free clinics in the state. Free clinic services vary, but may include: primary care, prescription assistance, dental, vision, behavioral health and other specialties. The Association plans to engage VISTA members in fundraising activities, volunteer management/recruitment, agency policy development, community outreach/education, expansion of clinic services, and many other special projects that may occur throughout the year.")

3. Enter a description of the major tasks of your AmeriCorps VISTA Member(s). This is the complete job description that applicants will see. Remember that direct service is not permitted and “Other duties as assigned” should not be included – project descriptions must be clear. (1000 characters or less):

(Example: “The Ohio Association of Free Clinics (O AFC) is seeking out a self-starting VISTA member for our Quality Assurance project. The O AFC is creating a “Quality Assurance Committee” that the VISTA member will be a key part of. The committee aims to develop quality assurance standards for our network of 55 free clinics throughout Ohio. The VISTA member would participate in the creation of a quality assurance measurement tool that would measure: improved health outcomes, patient satisfaction, collaboration, integrated services, and organizational infrastructure and systems. From these assessments, they would assist in identifying challenges and next steps for implementation at clinics. This position would allow you to work on multiple aspects of a free clinic operation and get diverse professional experience!”

What skills would you like your potential VISTA member(s) to possess? (select up to five)

- | | |
|--|---|
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Law |
| <input type="checkbox"/> Architectural Planning | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Business / Entrepreneur | <input type="checkbox"/> Medicine |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Public Health |
| <input type="checkbox"/> Community Organization | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Computers / Technology | <input type="checkbox"/> Recruitment |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Teaching / Tutoring |
| <input type="checkbox"/> Education | <input type="checkbox"/> Trade / Construction |
| <input type="checkbox"/> Fine Arts / Crafts | <input type="checkbox"/> Writing / Editing |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Youth Development |
| <input type="checkbox"/> Fundraising / Grant Writing | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Non-Profit Management | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Urban Planning | <input type="checkbox"/> Disaster Services |
| <input type="checkbox"/> Veterans | |
| <input type="checkbox"/> Team Work | |
| <input type="checkbox"/> Other (Please explain): _____ | |

VISTA Assignment Description (VAD)

The VISTA Assignment Description (VAD) outlines the major projects for the VISTA Member's service year. All of a VISTA Member's regular activities must be related to the fulfillment of a VAD goal. A VAD should have clear and measurable goals that can be realistically accomplished in one service year. Direct service is not permitted. Included below is an example of a VAD, followed by a blank template for your completion.

VISTA Assignment Description (VAD): **EXAMPLE**

Title: Fostering a Healthy Ohio VISTA
Sponsoring Organization: Ohio Association of Free Clinics Project Period: 03/24/2013 - 06/28/2014
Site Name (if applicable): Sample Free Clinic
Focus Area(s) Primary: Healthy Futures
VISTA Assignment Objectives and Member Activities
Goal of the Project: To develop and implement a strategic plan for increasing access to quality oral health services for low income, underserved Wayne County residents.

Objective #1: *Member activities will draw together knowledge and resources within the county and form a collaborative team to study the identified problem.*

Member Activity: Member will meet with VSFC staff to identify oral health offerings, resources utilized within the community, concerns, gaps in service and general knowledge.

Member Activity: Member will become a regular participant of the Wayne County Head Start Dental Task Force and will meet individually with all members of the committee to determine community resources, potential partnerships and gaps in service.

Member Activity: Member will interview all Wayne County dentists to determine community resources, possible referrals, possible partners or champions, and gaps in service.

Member Activity: Member will identify and recruit appropriate members to form an Oral Health Task Force to discuss results of interviews and collaborate strategically for future planning.

Objective #2: Member will form a “clearinghouse” of statistics and data to be used in future strategic decision making.

Member Activity: Member will conduct research through appropriate sources to collect data and findings on dental best practices, dental safety net providers operating in Ohio or other states, oral health statistics and outcomes of successful programs.

Member Activity: Member will analyze VSFC dental clinic data for trends in oral health and gaps in service.

Member Activity: Member will create a central on-line repository for these studies and statistics.

Objective #3: Member activities will coordinate a strategic plan for expanding oral health services to more underserved Wayne County residents.

Member Activity: Member will convene and lead an Oral Health Task Force composed of interested community partners, VSFC dental staff and board members, and area dental professionals.

Member Activity: Member will work with Task Force to perform a SWOT analysis of Wayne County dental services.

Member Activity: Member will work with Task Force to create a strategic plan for expanding oral health services to meet identified gaps in service.

Objective #4: Member will work with VSFC leadership to implement the strategic plan developed by the Oral Health Task Force.

Member Activity: Member will write grants and work to secure funding for programs.

Member Activity: Member will recruit and train volunteers for program.

Member Activity: Member will publicize program and encourage participation throughout the county.

Note:

Members assigned to the project will use the VISTA Assignment Description (VAD) as their principal guidance for day-to-day activities designed to achieve the outcomes of the project plan. The plan can be modified throughout the year with approval from OAF and CNCS.

VAD Instructions:

Your project may consist of one or multiple goals, with any number of objectives or member activities – fill in what applies to your project. If you have any issues or the space available in this form does not meet the needs for your project, email Katie at kkisseberth@ohiofreeclinics.org and we will add in the additional project goals/ objectives/ activities into the VAD.

VISTA Assignment Description (VAD)

Your VISTA Assignment Description (VAD)

Title:

Sponsoring Organization: Ohio Association of Free Clinics

Project Period: June 2018 – June 2019

Site Name (if applicable):

Focus Area(s) Primary: Healthy Futures

VISTA Assignment Objectives and Member Activities

Goal of the Project:

Objective #1:

Member Activity:

Member Activity:

Member Activity:

Member Activity:

Objective #2:

Member Activity:

Member Activity:

Member Activity:

Member Activity:

Objective #3:

Member Activity:

Member Activity:

Member Activity:

Member Activity:

Objective #4:

Member Activity:

Member Activity:

Member Activity:

Member Activity:

VISTA Assignment Objectives and Member Activities

***** use this ONLY if your project has multiple goals*****

Goal of the Project:

Objective #1:

Member Activity:

Member Activity:

Member Activity:

Member Activity:

Objective #2:

Member Activity:

Member Activity:

Member Activity:

Member Activity:

Objective #3:

Member Activity:

Member Activity:

Member Activity:

Member Activity:

Objective #4:

Member Activity:

Member Activity:

Member Activity:

Member Activity:

**Submit application by emailing your completed form to
kkisseberth@ohiofreeclinics.org**

Have questions?

Contact Katie Kisseberth for any questions or application assistance

kkisseberth@ohiofreeclinics.org

614.914.6458 x 2