**AMERICORPS VISTA HOST SITE APPLICATION**

**Program Year 2017 - 2018**

**Ohio Association of Free Clinics**

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

**Please contact Timothy Adams with any questions**

**Ph: 614.914.6458 ext. 3 or E-mail: tadams@ohiofreeclinics.org**

**Background:**

The Ohio Association of Free Clinics 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 OAFC, 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: 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, education and outreach about programs the clinics offer, etc. 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 (by CNCS) that places VISTA members in community-based agencies, full-time for one year, to help implement capacity building goals and objectives 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, managing volunteers in a day-to-day capacity, administrative tasks (i.e. answering phones) not created by the member, etc. VISTAs are system builders that participate in the planning and implementation of strategies and programs, with the eventual goal being for the clinic to 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.

**Ohio Association of Free Clinics Member Organizations: $800 (per VISTA member)**

**Non-Association Organizations: $1,200 (per VISTA member)**

These 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.

\*If the cost sharing is a barrier for your organization, please reach out to the Director of Membership Development, Timothy Adams ([tadams@ohiofreeclinics.org](mailto:tadams@ohiofreeclinics.org)).

Organizations can have the option to share a VISTA member with another organization in their area, if that is applicable/needed.

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, Timothy 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 on a date to be announced. 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 20th

Award Notice to Host Sites from OAFC January 30th

Recruitment Begins: Early February

VISTA Candidate Selection Deadline Mid-March

CNCS Host Site Supervisor Training Date TBA

VISTA Member Start Date at Host Site Late June (Date TBA)

*Recruitment timeline is contingent upon renewal of funding by CNCS.*

**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.

**AmeriCorps VISTA members should:**

√ 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

**AmeriCorps VISTA members should not:**

√ Perform “direct service”, such as working directly with clients of the clinic

√ 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 20th, 2017**
* **All applications must be typed.**  Hand written applications will not be accepted. They can be submitted via email, fax, or snail mail.
* Incomplete applications will not be considered.

**Application begins on the following page**

**Ohio Association of Free Clinics**

**AmeriCorps VISTA**

**2017 – 2018 Host Site Application**

**General Information**

Agency Name:

Address:

County:

Telephone:

Fax number:

Site Supervisor:

***This person will be responsible for the supervision of the VISTA member at your clinic. There is a time commitment as a supervisor. Anticipate dedicating more time when the member first comes onboard with a decline as they get situated with their projects.***

Email address:

Telephone:

Office Hours of Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VISTA Information**

**1. Number of 2017 – 2018 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 2 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.

1. Has your organization participated in the OAFC 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:

* 1. Responsibilities and duties of AmeriCorps VISTA members that are geared towards building permanent infrastructure within your organization
  2. 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. Describe your organization’s recruitment process and how applicants will be

evaluated for potential placement.

5. Describe how your organization will support the professional development of your

member(s).

6. Describe how your organization will recognize the accomplishments of your

member(s).

**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. ***Pay careful attention to character limits for each section. Characters exceeding the stated limits will not be included in your posting.***

**1. Give a brief two (2) line summary of the program (200 characters or less):**

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

**3. Enter a description of the major tasks of your AmeriCorps VISTA Member(s).**

**(1000 characters or less):**

**What skills would you like your potential VISTA member(s) to possess? (select all that apply):**

Counseling  Law

Architectural Planning  Leadership

Business / Entrepreneur  Medicine

Communications  Public Health

Community Organization  Public Speaking

Computers / Technology  Recruitment

Conflict Resolution  Teaching / Tutoring

Education  Trade / Construction

Fine Arts / Crafts  Writing / Editing

First Aid  Youth Development

Fundraising / Grant Writing  Environment

Non-Profit Management  Social Services

Urban Planning  Disaster Services

Veterans  Team Work

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 OAFC and CNCS. You may add additional project goals and objectives to the template as needed.

**VISTA Assignment Description (VAD)**

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| --- |
| **Project Title:** |
| **Site Name:** |
| **Sponsoring Organization:** Ohio Association of Free Clinics **Project Number:** 14VSNOH005 **Project Period:** June 2017 – June 2018 |
| **VISTA Assignment Description** |
| **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 Completed Applications to:**

Timothy Adams

Director of Membership Development

Ohio Association of Free Clinics

35 North Fourth Street, Suite 350

Columbus, OH 43215

**Or Email to:** tadams@ohiofreeclinics.org

**Or Fax to: 614-914-6520 ATTN: Timothy Adams**