AmeriCorps VISTA Host Site Application

**Illinois Association of Free and Charitable Clinics**

# IAFCC VISTA Program Specifics:

Priority Area: Access to Health Care

Focus Area: Healthy Futures

The goal of the IAFCC VISTA Project is to address the health inequities of the uninsured and underinsured by increasing access to quality healthcare through improved capacity of free and charitable clinics. The projects of VISTA members under the IAFCC VISTA project work to develop and enhance resources that address the social determinants of health of those experiencing poverty.

### Examples of the activities and projects:

### developing communication plans

### improving volunteer recruitment and retention

### researching best practices for telehealth and assisting the clinic in developing policies and procedures for implementing telehealth

### reviewing and enhancing clinic protocols for COVID education and immunization

IAFCC currently has CNCS funding for up to 22 VISTA Members and 2 VISTA Leaders.

# AmeriCorps VISTA Program Mission & Overview

* The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.
* It is a federally funded program through the executive branch agency of the Corporation for National and Community Service or CNCS.
* AmeriCorps is a program under CNCS.
* VISTA is an acronym that stands for Volunteers In Service To America.
* The Mission of VISTA is to lift people and communities out of poverty. VISTA builds capacity in nonprofit organizations and communities to fulfill its mission.
* Every VISTA project is unique. They are, however, guided by the same Core Principles of Ending Poverty Empowering Communities, Building Capacity, and Creating Sustainable Solutions.

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#### CORE PRINCIPLES:

##### ENDING POVERTY

A VISTA project's goal is  moving individuals and communities out of poverty, rather than making poverty more tolerable through short-term services.

##### EMPOWERING COMMUNITIES

A VISTA project engages residents of low-income communities in planning, development, and implementation of the project.

##### BUILDING CAPACITY

VISTA members strengthen, expand, and increase the reach of anti-poverty organizations and programs by working on projects in coordination with staff and volunteers

##### CREATING SUSTAINABLE SOLUTIONS

VISTA members build capacity for organizations to address poverty long after the VISTAs are gone. VISTAs develop systems, relationships, and knowledge which they transfer to the organization and the community to sustain over the long term.

# VISTA Program Guidelines for Full Year Service Members

#### VISTA Members are:

* At least 18 years old; no upper age limit
* A U.S. citizen or legal permanent resident
* Pass a criminal history review
* Meet knowledge, skill, and ability requirements set by the sponsoring organization

VISTAs serve full-time and are available 24 hours a day, 7 days a week, although they commonly work a standard 40-hour work week. They serve in nonprofit organizations in urban and rural low-income communities. While serving, VISTA members receive a modest living allowance and the choice of either an education award or a cash stipend upon completion of service. The living allowance and end-of-service benefits are provided by CNCS.

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#### Work Requirements

1. Full year VISTA assignments should largely focus on capacity building projects, outlined in the VAD
2. Full year VISTA projects may spend 20% of their time (for example, 8 hours per 40 hour week) on administrative and direct service to daily clinic operations and as a part of sustaining capacity building projects.

**Capacity Building vs. Direct Service**

|  | Capacity Building | Direct Service |
| --- | --- | --- |
| Recruiting volunteers to build houses | x |  |
| Building houses |  | x |
| Developing a database for a mentoring program | x |  |
| Mentoring teenagers |  | x |
| Organizing a fundraiser for a Meals on Wheels program | x |  |
| Delivering Meals on Wheels |  | x |
| Setting up partnerships and marketing plan for health screening services  | x |  |
| Providing health screening services |  | x |

# Host Site Requirements and Associated Costs

##### ON-SITE REQUIREMENTS

1. **Supervision:** Host sites are required to assign a supervisor to any VISTA members granted.
2. **On-site Orientation:** Host sites are required to provide on-site orientation during the VISTA member’s first two weeks of service.
	1. An On-site Orientation and Training Plan (OSOT) is mandatory for each Host Site
3. **Work Space:** Host sites are required to provide dedicated work space, computer, phone, and any other equipment necessary to complete required tasks.

##### RECRUITMENT REQUIREMENTS

IAFCC will conduct initial pre-screening for all applicants. After applicants have been determined eligible to serve and interested in the program, IAFCC will send their applications to your organization’s VISTA Supervisor for an interview. Potential VISTA members are generally considering more than one program, so interviews should be conducted quickly in order to obtain the most qualified members. Interviews will not be conducted by IAFCC. We expect VISTA Supervisors to contact applicants within one week of receiving their application.

##### ASSOCIATED COSTS AND FEES

Each host site is required to pay $100 per month towards either the VISTA member’s rent. If the VISTA does not pay rent or housing costs, the host site will pay $50 towards transportation cost. This fee should be paid directly to a landlord or transportation service and should not be paid directly to the VISTA member.

##### IAFCC ADMINISTRATIVE FEE

Illinois Association of Free and Charitable Clinics Member: $2000

Illinois Association of Free and Charitable Clinics Non-Member: $2500

|  | IAFCC ADMINISTRATIVE FEE | MONTHLY HOUSING/ TRANSPORTATION  | TOTAL COST PER VISTA MEMBER |
| --- | --- | --- | --- |
| IAFCC MEMBER | $2,000 | $1,200 | $3,200 |
| IAFCC non-MEMBER | $2,500 | $1,200 | $3,700 |

For any questions or concerns regarding VISTA member associated fees: executivedirector@illinoisfreeclinics.org

AmeriCorps VISTA Host Site Application

## Section I: Host Site Information

| Organization Name: Click here to enter text. |
| --- |
| Mailing Address: Click here to enter text. |
| Address Line 2: Click here to enter text. | City: Click here to enter text. |
| County: Click here to enter text. | Zip: Click here to enter text. |
| Organization EIN: Click here to enter text. |
| Organization Hours of Operation: Click here to enter text. |

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| Application Contact: FirstName LastName |
| --- |
| *Individual responsible for reviewing VISTA member application, conducting interviews, and notifying IAFCC of final placement decision* |
| Application Contact E-Mail: Click here to enter text. |
| Application Contact Phone: Click here to enter text. |

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| VISTA Supervisor: FirstName LastName |
| --- |
| *(If different than Application Contact) The Supervisor is responsible for conducting onsite orientation for VISTA members and will be the member’s primary contact at your organization* |
| VISTA Supervisor E-Mail: Click here to enter text. |
| VISTA Supervisor Phone: Click here to enter text. |

##  Section II: Organization Capacity

| 1. | Number of AmeriCorps VISTA members requested:  |
| --- | --- |
|  | a. | Does your organization understand that it may need to submit multiple VADs if requesting multiple VISTA Members?☐ Yes, we are requesting multiple VISTA members in different positions and will submit a second VAD to IAFCC.☐ N/A: we are neither requesting multiple VISTA members nor different positions. |
| 2. | Will the VISTA have immediate and consistent access to equipment required to perform all duties such as: a phone, a computer, a printer, a desk, the internet?☐ Yes, the VISTA(s) will have immediate and consistent access to all necessary equipment. |
| 3. | AmeriCorpsVISTA members are required to work a minimum of 37.5 hours a week—will your member(s) be able to accomplish that at your organization, if not, how many hours could they complete?☐ Yes, they can complete 37.5 hours per week.☐ No, they can complete enter # here hours per week. |
| 4. | Your organization understands that the assigned VISTA(s) is/are to have immediate and consistent access to a supervisor.☐ Yes, we understand the VISTA will have immediate and consistent access to a supervisor. |
| 5. | Your organization understands that it must provide on-site orientation to the VISTA(s) within the first two weeks of starting service, AND it must submit an On-site Orientation and Training Plan (OSOT) form\* to IAFCC before the Nomination Deadline.*\*IAFCC will send out a template OSOT form to be completed once the Host Site has started interviewing candidates*☐ Yes, we understand that we must provide on-site orientation and an OSOT form. |
| 6. | Your organization understands that it must provide each VISTA member the dollar amounts outlined on page 3 to help with either housing or transportation.☐ Yes, we understand that we must provide each VISTA a total of up to $1200 to help with either housing or transportation. |
| 7. | Your organization understands the division of responsibilities as described in the Recruitment Requirements on page 3 and agrees to the responsibilities of the host site/supervisor.☐ Yes, we understand the recruitment requirements and agree to responsibilities of the host site.  |
| 8. | Do you anticipate any major changes in your funding level, programming, or staff over the next 6 months? If yes, please explain.Yes/No |
| 9.  | Your organization understands that once a VISTA Member is recruited, offered, and accepted the position outlined, they will then receive a Memorandum of Understanding (MOU) that outlines the above conditions and signs in agreement to send IAFCC Admin Fee before VISTA start date. Yes/No  |

## Section III: Community Need and Project Information

| 1. | Give a brief background of your organization’s major programs and mission.*[Type “shift” + “enter” to begin a new paragraph]*Click here to enter text.  |
| --- | --- |
| 2. | Describe the needs facing your organization and the community you serve. What communities will this project target? What needs are they facing that are not being met? How would VISTA resources help your organization to meet those needs? *[Type “shift” + “enter” to begin a new paragraph]*Click here to enter text. |
| 3. | Outline the start date(s) and timeline(s) that your organization would prefer VISTA(s) serve?  |
| 4. | How does your organization propose to use the VISTA member(s)? What project outcomes do you expect? How will the VISTA member(s) achieve those outcomes? What activities will the VISTA member participate in to meet that project goal?*\*Use this question to brainstorm ideas to help you develop your VAD (VISTA Assignment Description) in the next step* |

## Section IV: VAD

\**Tips to completing a VAD can be found on the last page of this document*

| **VISTA Assignment Description (VAD) Development** |
| --- |
| Title: |  2022-23 ClinicName + PositionTitle VISTA (IAFCC)*\*Example: 2022-23 [Clinic Name] Volunteer Recruitment and Engagement Coordinator VISTA (IAFCC)* |
| Goal:*(750-character limit w/ spaces)* | Goal of the project |
|  |  |
| Objective #1:*(written in a sentence or two)* | First objective of the assignment |
|  | Activity #1: | First activity that will contribute to accomplishing the first objective |
|  | Activity #2: | Second activity |
|  | Activity #3: | Third activity |
|  | Activity #4: | Fourth activity |
|  | Activity #5: | Fifth activity |
|  | Activity #6: | Sixth activity |
|  | Activity #7: | Seventh activity |
| Objective #2:*(written in a sentence or two)* | Second objective of the assignment |
|  | Activity #1: | First activity that will contribute to accomplishing the second objective |
|  | Activity #2: | Second activity |
|  | Activity #3: | Third activity |
|  | Activity #4: | Fourth activity |
|  | Activity #5: | Fifth activity |
|  | Activity #6: | Sixth activity |
|  | Activity #7: | Seventh activity |
| Objective #3:*(written in a sentence or two)* | Third objective of the assignment |
|  | Activity #1: | First activity that will contribute to accomplishing the third objective |
|  | Activity #2: | Second activity |
|  | Activity #3: | Third activity |
|  | Activity #4: | Fourth activity |
|  | Activity #5: | Fifth activity |
|  | Activity #6: | Sixth activity |
|  | Activity #7: | Seventh activity |

## Section V: Signature

| **By typing your full name and selecting “I Accept” you agree to adhere to the requirements and costs associated with the IAFCC AmeriCorps VISTA Summer Associate program.**  |
| --- |
| ☐ I accept☐ I do NOT accept | FirstName LastName | Date |

**VAD Tip Sheet**

| **VISTA Assignment Goals, Objectives, and Member Activities** |
| --- |
| **Goal of the Project:** An observable and measurable end result having one or more objectives to be achieved within a more or less fixed timeframe. The goal should: * Describe who will be served by VISTA efforts
* Describe what the VISTA will do (use active verbs: develop, implement, evaluate, etc.)
* Describe how poverty is addressed by VISTA efforts
* Describe the extent to which capacity is built (VISTA will build capacity by…)
* State the specific product or service resulting from VISTA efforts (volunteer management system, partnerships, funding, etc.)
 |
| **Objective of the Assignment:** An objective is something that one's efforts or actions are intended to attain or accomplish. It can be also be described as a purpose, goal or milestone. The objectives should be written in a SMART format. The acronym SMART stands for: * **S**pecific: concrete, detailed, well-defined
* **M**easurable: numbers, quantity, comparison
* **A**chievable: feasible, actionable
* **R**ealistic: considering resources
* **T**ime-Bound: a defined time line
 |
| **Member Activity:** Describes the specific tasks that the VISTA member will complete to achieve the stated objective. * Each activity begins with active verbs
* Does not include staff duties, prohibited activities, or unallowable direct service
* Avoids the words: advocate, lobby, assist, help, manage, support, and maintain
* Uses the words: develop, implement, evaluate (in addition to other active verbs)
 |

##### EXAMPLE

**Objective:** The Summer Associate will improve the Clinic’s ability to combat the pandemic by maintaining and improving smooth operations of the Clinic’s Covid Vaccination campaign.

1. **Activity:** Lead patient and volunteer registration and appointment scheduling
2. **Activity:** Setup and tear down/disinfect exam rooms
3. **Activity:** Implement an exit survey/review with patients
4. **Activity:** Transcribe for the clinician when needed