

## VISTA Assignment Description (VAD)

**Title:** Healthy Futures Outreach and Volunteer VISTA Worker

**Sponsoring Organization:** Northwest Georgia Healthcare Partnership, Inc.

**Project Name:** Hispanic Health and Education

**Project Number:** 16VSSGA003

**Project Period:** 09/18/2016 - 09/16/2017

**Site Name (if applicable):** Northwest Georgia Healthcare Partnership

### Focus Area(s)

**Primary:** Healthy Futures

**Secondary:** Education

## VISTA Assignment Objectives and Member Activities

**Goal of the Project:** To ensure that underserved individuals have equal access to the health and wellness support services that are essential for living a healthy, productive life. The VISTA assignment will focus on activities that will assist the sponsor address issues of poverty in Whitfield and Murray Counties, Georgia. The VISTA will recruit and cultivate volunteer support for the placement site agency. The VISTA member will work with skilled volunteers to develop resources, trainings, and workshops for volunteers and families who utilize placement site services. The VISTA member will build partnerships with other, local community service agencies to foster collaboration and inter-referrals. The VISTA member will assist with gathering statistics to support t

### Objective of the Assignment (*Period of Performance: November 5, 2016 - November 4, 2017*)

A. Your first objective is to recruit a committee to guide your work at your site. This committee should be composed of staff, parents, and volunteers. They will serve as a governing body for the program(s) with which you will implement and work. Your committee will meet monthly to guide and approve projects and aid in collecting data that displays the successes and lessons learned from the program.

**Member Activity:** Activities for Object A: 1) Meet with Site Supervisor to identify potential members for the committee. Compile a list of names, contact information.2) Create a job description for the committee positions.3) Reach to potential members to ask if they will serve on your committee.4) Schedule your first committee meeting. At the first meeting set a schedule for monthly meetings; identify the committee's goals; and discuss how to meet identified goals.5) Submit your School/Agency Committee Plan Form to VISTA Supervisor and VISTA Leader before the end of your first three months of service.6) Meet monthly with your committee for guidance on volunteer program(s) and to collect data.7) Keep track of committee meetings in your activity log.

**Objective of the Assignment (Period of Performance: November 5, 2016 - November 4, 2017)**

B. Measure the progress of your work in narrowing healthcare access disparity in Whitfield and Murray Counties.

**Member Activity:** Activities for Objective B: 1) Meet with Site Supervisor to go over the Memorandum of Understanding (MOUs). A MOU is an agreement between the VISTA host agency and Northwest Georgia Healthcare Partnership (NGHP). The MOU describes the requirements of Health Futures and the responsibilities of the host agency, site supervisor, and NGHP. 2) In the MOU, your host site has identified a gap that is #1) measurable, #2) the work of the VISTA directly impacts, and #3) is local, describing an actual identified need of the clients you serve. Discuss this gap with your Site Supervisor and committee. All of your work should help narrow the gap. 3) Gather benchmark data. Your committee could review existing client data, surveys, strategic plans, or other internal documents to quantify the gap in services or achievement. Focus groups or listening session may be held. 4) The committee will work with the VISTA to plan volunteer programs, family education and outreach events, and volunteer projects that help narrow the identified gap, as noted in the rest of this document. 5) Throughout your service year or near the end of the year how the gap has been narrowed will be measured. Report to Northwest Georgia Healthcare Partnership on the "How Did You Narrow Your Gap?" document.

**Objective of the Assignment (Period of Performance: November 5, 2016 - November 4, 2017)**

C. VISTAS are tasked with developing new or improving existing volunteer programs designed to narrow the identified gap.

**Member Activity:** Activities for Objective C: 1) Utilize the Committee Plan Form to plan your volunteer program. 2) Meet with your committee to discuss existing programs and identify how those programs can be improved to fill the identified gap(s); if the committee would like to create a new program start by brainstorming ideas as to what can be done to fill the identified gap(s) and when the new program will be implemented. 3) Determine, along with your committee, volunteer needs for the host site. 4) Determine, along with the committee, skills and requirements for potential volunteers, possible training needs for volunteers, who will provide those trainings, and where they will occur. 5) Develop forms and brochures for the program. The brochures will help you with recruiting volunteers, and the forms should guide your volunteers as to what is expected from this program and how the volunteer will help achieve the program's goals. 6) Determine, along with the committee, the data that will be used to track client success, how the data will be collected, and how the data will be reported to the VISTA. 7) Recruit, train, and support volunteers for your program. High schools, colleges, and churches are great places for recruiting volunteers. 8) Compile health and wellness education information, curriculum, etc. that aids in teaching the healthy lifestyle program. Develop resources, including but not limited to government programs, community initiatives, food banks, and other healthcare access points. 9) Make notes in your biweekly activity logs showing the progress of your volunteer program. Please list challenges and successes for recruiting volunteers. 10) Measure the impact of the volunteer program on narrowing the food insecurity gap identified. 11) At the end of your service you should have a total of 500 volunteer hours. Please note that 250 volunteer hours are nutrition education volunteer hours and 250 volunteer hours that are in other programs at the agency. Be sure to document which hours were used where (nutrition or other) in your Volunteer Tracker. 12) Submit copies of brochures, volunteer handbooks, and forms etc. that are created or updated to VISTA Supervisor. Keep copies of all documents in your VISTA notebook.

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D. The goal is for each VISTA member to host three community events that narrow the identified gap at their site. These events will be planned with the committee.

**Member Activity:** Activities for Objective D:1) Meet with your committee to discuss possible events that you can host or events that are already hosted at your site that you can improve.2) Once a course of action is decided submit the plan timeline and outline to the Site Supervisor prior to each event. 3) Be a leader in planning and implementing each event.4) After the event has been completed document your contacts/volunteers in your Volunteer and Donation Tracker. Also, document the event in your activity log.

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E. Create a Volunteer Service Project (Signature Project) that will help narrow the identified gap. This project should be designed to engage 50 volunteers.

**Member Activity:** Activities for Objective E:1) Meet with Site Supervisor and committee to discuss potential project ideas and possible dates. 2) Make sure your project has the capacity to engage 50 volunteers.3) Submit the Project Planning Guide to your Host Site Supervisor and to the VISTA Supervisor for approval within the first six months of your VISTA service, and at least two months prior to your project date.4) Recruit volunteers.5) Plan and implement the project, ensuring the success of the event.6) Once your project is complete, draft key take-aways and submit them to the Site Supervisor.

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F. Ensure sustainability of your work.

**Member Activity:** Activities for Objective F:1) Document your year of service in a notebook (3 ring binder) including activities, projects, committee meetings, committee members, and partnerships. This capacity building ensures your work as a VISTA lives on after you complete your year of service. 2) Describe the committee's involvement in the created or existing volunteer program managed throughout the year.3) Document who serves on the committee by keeping a running spreadsheet of each member's contact information and level of involvement. Describe your involvement in the program and the steps that the volunteers and/or staff members will need to take to sustain your work. Document when and where the committee met—it helps if you keep your agendas for each meeting with the date. 4) List all partnerships created or maintained during your year of service. Keep all contact information for each person/agency in your notebook.5) Identify where information pertinent to your year of service can be found, whether it is in the form of hard copies such as brochures, data collected for improving the food insecurity gap, etc., or any electronic versions of any documents. This should include passwords, directory of electronic files, etc. Also, list any databases developed or revised by the VISTA. 6) Turn in the VISTA notebook to Northwest Georgia Healthcare Partnership at the end of your service.