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**Oregon Health Authority AmeriCorps VISTA Partnership Project Host Site Application**

Updated March 2021

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**Application Overview**

*The Oregon Health Authority (OHA) VISTA Partnership Project aims to alleviate, prevent and reduce poverty by engaging new public health professionals in a year of full-time service in major public health organizations to create or expand public health systems capacity. The project aims to reduce poverty in local communities through building sustainable county- and state-wide healthy community initiatives and taking a systems-approach to ensuring health equity, community resiliency and improved health outcomes. The project addresses primarily the AmeriCorps Healthy Futures focus areas by helping build capacity to provide services to individuals in underserved communities to gain access to preventative and primary health care services.*

**Please contact us as soon as possible by email and/or phone with your intent to apply!**

We want to work with you on forming your application together before we submit it for final approval to AmeriCorps. We offer rolling notification of provisional approval by OHA and AmeriCorps. OHA helps revise and submit applications to AmeriCorps.

***The award of all VISTA resources as well as the approval of all VISTA sites and final project application is subject to the availability of funding from AmeriCorps and approval of Federal Appropriations***.

**The initial application will include the following. Please submit all components as a Word document.**

1. Completed Project Plan
2. Completed Draft VISTA Assignment Description (VAD)

*OHA will provide directions for submitting additional materials and edits once projects are approved. See the timeline below.*

**Please direct all application questions and materials to:**

Danielle Brown, MPA HA

Email: [danielle.y.brown@dhsoha.state.or.us](mailto:danielle.y.brown@dhsoha.state.or.us)

Phone: 503-894-3913

|  |  |  |
| --- | --- | --- |
| **Timeline of Key Events** | | |
| **Date** | **Event** | **Completed By** |
| **Part I: Project Plan and Draft VAD** | | |
| Rolling, submit as soon as possible and no later than 4/2/2021 | Submit completed project plan and draft VAD | Host Site |
| Rolling, no later than 4/16/2021 | Project approved by OHA | OHA |
| **Part II: Opportunity Listing and VAD Completion** | | |
| 4/2/2021 – 4/30/2021 | Draft VAD revision process | Host Site and OHA |
| Rolling, no later than 5/3/2021 | Draft VAD submitted to AmeriCorps (**new sites only**) | OHA |
| Upon review, after 5/3/2021 | Project approved by AmeriCorps | AmeriCorps |
| 6/25/2021 | Final VAD submitted to AmeriCorps | OHA and AmeriCorps |
| 5/10/2021 – 5/21/2021 | Opportunity listing revision process | Host Site and OHA |
| 5/21/2021 | Position posted to AmeriCorps Application Website | OHA and AmeriCorps |
| **Part III: VISTA Member Recruitment and Selection** | | |
| 5/28/2021 | VISTA Member recruitment begins | Host Site and OHA |
| 7/16/2021 | Deadline to select VISTA Member | Host Site, OHA, and AmeriCorps |
| **Part IV: Host Site Preparation and VISTA Member Start Date** | | |
| **DUE** 7/23/2021 | Submit on-site orientation and training plan (OSOT) | Host Site |
| 7/21/2021 9:00AM-12:00PM | Attend virtual supervisor orientation | Host Site |
| **8/16/2021** | **VISTA Members first day at host site** | |
| 8/30-9/2/2021 | **VISTA Members attend virtual OHA orientation** | |
| **DUE** 9/3/2021 | Submit work plan | Host Site |

**Program Overview**

**About the Oregon Health Authority/AmeriCorps VISTA Partnership Project**

The Oregon Health Authority (OHA) VISTA Partnership Project aims to alleviate, prevent and reduce poverty by engaging new public health professionals in a year of full-time service in major public health organizations to create or expand public health systems capacity. The project aims to reduce poverty in local communities through building sustainable county- and state-wide healthy community initiatives and taking a systems-approach to ensuring health equity, community resiliency and improved health outcomes. The project addresses primarily the Healthy Futures AmeriCorps focus areas by helping build capacity to provide services to individuals in underserved communities to gain access to preventative and primary health care services.

**About AmeriCorps VISTA**

AmeriCorps is a program of the Corporation for National and Community Service (AMERICORPS), an independent federal agency whose mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps is made up of three main programs: AmeriCorps State and National, AmeriCorps VISTA, and AmeriCorps NCCC (National Civilian Community Corps).

AmeriCorps VISTA is the national service program designed specifically to fight poverty.AmeriCorps VISTA Members serve in community and faith-based nonprofit organizations, higher education institutions, local governments, and other agencies to develop and expand services and programs that help support the efforts of low-income individuals to rise out of poverty. In total, more than 170,000 committed individuals have joined forces with 15,000 local organizations to strengthen communities and help people escape poverty across the nation. Authorized in 1964 and founded as Volunteers in Service to America in 1965, VISTA was incorporated into the AmeriCorps network of programs in 1993. VISTA has been on the front lines in the fight against poverty in America for 50 years. VISTA members commit to serve full-time for a year at a nonprofit organization or local government agency, working to fight illiteracy, improve health services, create businesses, strengthen community groups, and much more. With passion, commitment, and hard work, VISTA members create or expand programs designed to bring individuals and communities out of poverty.

AmeriCorps provides funds to local and national organizations and agencies committed to using national service to address critical community needs. OHA VISTA slots are primarily addressing the AmeriCorps priority area of “healthy futures” through capacity building but will also consider proposals addressing the other focus areas if they have a strong tie to public health. The other focus areas are: disaster services, economic opportunity, education, environmental stewardship, and veterans and military families**.** Each year, AmeriCorps offers 75,000 opportunities for adults of all ages and backgrounds to serve through a network of partnerships with local and national nonprofit groups.

**About VISTA Members**

**Age requirements**

VISTA members must be 18 years and older. Please note that OHA and host sites can set their own age and education requirements (OHA VISTA members are typically age 21 with bachelor’s level education.).

**VISTA member benefits**

* The national VISTA program provides a relocation allowance, poverty level stipend paid bi-weekly, basic health benefits, post-service education award or stipend, student loan forbearance or deferment for qualified federal loans, child care and one year of noncompetitive status for federal government jobs.
* OHA provides professional development, travel (pending COVID) and regular support.
* Host sites are encouraged to provide additional benefits during the year, especially in hard to recruit areas. *Host sites in the Portland metro area are required to provide transportation support in the form of TriMet passes or gas cards.*
* Upon successful completion of the service term, Members are eligible to receive a $6,195 Segal AmeriCorps Education Award OR a $1,800 end-of-year stipend. Loan forbearance and interest accrual payment on qualified student loans are available.

**VISTA member selection process**

OHA provides primary recruitment and applicant vetting. Host sites select candidates to interview, participate in all interviews and make final selection of their candidate. OHA will make a formal offer and AmeriCorps officially hires member. OHA coordinates onboarding and relocation with AmeriCorps.

**Host Site Eligibility**

Under the national VISTA program, public, private, or faith-based nonprofit organizations, as well as, local, state, or federal agencies can become an AmeriCorps VISTA sponsor. The OHA VISTA Partnership Project focuses on local, state and tribal public health agencies, but welcomes applications from any other organization or coalition that addresses public health.

**AmeriCorps VISTA Project Guidelines and Selection Criteria**

Projects are selected based on a host site’s ability to meet the following guidelines.

**Project focus**

All projects must:

* Work to break the cycle of poverty by addressing critical community needs for which there is limited funding.
* Be a capacity-building role for the entire term of service.
* Address the Healthy Futures priority area or have a public health focus. Only projects that meet health needs for economically disadvantaged individuals will be considered.

**Demonstrated community need**

* Projects must demonstrate that the position provides a direct benefit valued by the community at large.
* The impact of service provided to the community and organization must be measurable and fit within the goals and activities of the AmeriCorps VISTA Program.

**Project plan and VAD**

* Host sites must submit a strong VISTA Assignment Description (VAD) with clear activities, tasks, and timelines
* Placement sites are eligible to have an AmeriCorps VISTA Member serve with their organization, in the same position, for up to three years. Each year is meant to build upon the previous year:
  + Year 1 – AmeriCorps VISTA Member establishes and creates a program or project
  + Year 2 – AmeriCorps VISTA Member continues to implement project and begins to create structure for sustainability
  + Year 3 – AmeriCorps VISTA Member focuses on making the project sustainable
  + Year 4 proposals will be considered on a case-by-case basis and must address a significant community need. Justification required and heavily scrutinized by AmeriCorps.
  + Note that beyond year 1, renewals are not automatic. Sites will be re-evaluated and must re-apply each year.
  + Note that restarting a project focus does not restart the three-year cycle.

**Host site support**

* Host sites must be able to effectively recruit, onboard, train, support, and supervise the AmeriCorps VISTA Member(s).
* Host sites must be able to provide secure and timely funding for projects (see Cost Outline below).

For more information see [AmeriCorps VISTA Program Guidance for Current and Potential Project Sponsors, Fiscal Year 2021, October 1, 2020 – September 30, 2021](https://www.vistacampus.gov/sites/vistacampus/files/FY2021_Annual_Program_Guidance.pdf).

**Prohibited Activities**

AmeriCorps VISTA Members may not perform specific activities in the course of their duties while charging time to the AmeriCorps program, nor at the request of anyone including OHA or the host site. Furthermore, Members and staff may not engage in conduct that would associate the national program or the Corporation for National and Community Service (AmeriCorps) with prohibited activities. Host sites must become familiar with specific provisions described in AmeriCorps’ formal regulation and the grant provisions.

While charging time to the AmeriCorps VISTA program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AMERICORPS, staff and Members may not engage in the following activities (see [45 CFR § 2520.65](http://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf)):

* Attempting to influence legislation;
* Organizing or engaging in protests, petitions, boycotts, or strikes;
* Assisting, promoting, or deterring union organizing;
* Impairing existing contracts for services or collective bargaining agreements;
* Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
* Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
* Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
* Providing a direct benefit to:
  + A business organized for profit;
  + A labor union;
  + A partisan political organization;
  + A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  + An organization engaged in the religious activities described in paragraph g. above, unless AMERICORPS assistance is not used to support those religious activities;
* Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
* Providing abortion services or referrals for receipt of such services; and
* Such other activities as AmeriCorps may prohibit.

AmeriCorps VISTA Members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- AMERICORPS funds. Individuals should not wear the AmeriCorps logo while doing so.

**Cost Outline**

The cost of an OHA VISTA member varies by county and type of host site. Costs are primarily calculated based on the VISTA living allowance rate, which varies according to the local cost of living in the area where VISTAs serve (For more information, see [Living Allowance Rates by County](https://www.vistacampus.gov/resources/living-allowance-rates-county-1).). The OHA VISTA Partnership Project offers 3 cost options:

* **Cost share - $19,970 (Columbia, Clackamas, Multnomah, Washington and Yamhill Counties), per VISTA for the entire year**. The larger amount covers the VISTA member’s subsistence allowance and the SSP. Choose this type to greatly increase your approval by OHA and the national VISTA program. Larger organizations with significant funding are expected to provide this level of support.
* **Cost share - $17,250 (all other counties) per VISTA for the entire year**. The larger amount covers the VISTA member’s subsistence allowance and the SSP. Choose this type to greatly increase your approval by OHA and the national VISTA program. Larger organizations with significant funding are expected to provide this level of support.
* **Subsidized - $3,250 per VISTA for the entire year**. These highly competitive positions are more heavily subsidized by the national VISTA program. These positions are intended for organizations and communities with very limited resources. This amount is considered the Site Support Payment (SSP) and covers program costs such as training, professional development and staff salary.

**Project Plan**

**Host Site Information**

**Basic Information (required)**

**Host Site Name**:

**Website**:

**EIN:**

**What other national service resources has your site received? (required if applicable)**

*Complete this section if your site has previously received or currently receives any other national service resources (including AmeriCorps or Senior Corps).*

**Number of years**:

**Type of national service resources received**:

**Number of years**:

**Type of national service resources received**:

**Can you commit to attend this orientation? (required)**

*Supervisor orientation is essential for a successful VISTA year and required for our program’s compliance with Federal VISTA policies. It is mandatory for new site supervisors. You are encouraged to bring additional staff.*

Date: **July 21, 2021 9:00AM-12:00PM**

Location: <https://www.zoomgov.com/meeting/register/vJIsduChpjkjEunU7HSRKoc49wiewusRWRY>

*Please register in advance.*

Yes, I will attend  No, other date requested

All projects must:

* Work to break the cycle of poverty by addressing critical community needs for which there is limited funding.
* Be a capacity-building role for the entire term of service.
* Primarily address the Healthy Futures AMERICORPS priority area or have a public health focus. Only projects that meet health needs for economically disadvantaged individuals will be considered.

**Key Personnel**

**Contact information for this application (required)**

**Name**:

**Title**:

**Email**:

**Mailing address**:

**Phone**:

**VISTA Supervisor contact information (required if different from contact person listed above)**

*A supervisor provides regular supervision to the VISTA. This person must be available for frequent communication to meet with the VISTA to discuss projects, goals, and actions. Please note: this person does not have to be a manager/supervisor in their day-to-day role, but can be someone who has the maturity, skillset and availability to guide, coach and mentor the VISTA member through their project.*

**Name**:

**Title**:

**Email**:

**Mailing address**:

**Phone**:

**VISTA Supervisor schedule information (required)**

*A VISTA supervisor should be available to adequate provide management, training, direction, and support to the VISTA member.*

|  |  |
| --- | --- |
| **Is this person a full-time or part-time staff member?** | Full-Time  Part-Time  Full-time volunteer  If part-time, what percent FTE does this person work: \_\_\_\_ % |
| **Where does this person regularly work (excluding occasional travel)** | Same facility as the VISTA  Telework. Hours per week: |
| **How much time do you estimate this person will spend supervising the VISTA?** | [Hours or percentage estimate] |

**Organizations, Committees and Additional Project Leads (required)**

*Please list the key committees, teams, and organizations that the VISTA member would work with.*

**Organization/committee**:

**Contact person and title/role**:

**Email**:

**Purpose of organization**:

**Involvement with the VISTA**:

**Organization/committee**:

**Contact person and title/role**:

**Email**:

**Purpose of organization**:

**Involvement with the VISTA**:

**Organization/committee**:

**Contact person and title/role**:

**Email**:

**Purpose of organization**:

**Involvement with the VISTA**:

**Organization/committee**:

**Contact person and title/role**:

**Email**:

**Purpose of organization**:

**Involvement with the VISTA**:

**Number of Positions and Funding**

**Number of VISTA Members (required)**

|  |  |
| --- | --- |
|  | # of AmeriCorps VISTA Members applying for |

**What type of VISTA sponsorship can you provide? (required)**

*Check one.*

**Cost share - $19,970 (Columbia, Clackamas, Multnomah, Washington, and Yamhill Counties), per VISTA for the entire year**. The larger amount covers the VISTA member’s subsistence allowance and the SSP. Choose this type to greatly increase your approval by OHA and the national VISTA program. Larger organizations with significant funding are expected to provide this level of support.

**Cost share - $17,250 (all other counties) per VISTA for the entire year**. The larger amount covers the VISTA member’s subsistence allowance and the SSP. Choose this type to greatly increase your approval by OHA and the national VISTA program. Larger organizations with significant funding are expected to provide this level of support.

**Subsidized - $3,250 per VISTA for the entire year**. These highly competitive positions are more heavily subsidized by the national VISTA program. These positions are intended for organizations and communities with very limited resources. This amount is considered the Site Support Payment (SSP) and covers program costs such as training, professional development and staff salary.

**How secure is the above funding? (required)**

*Check one.*

Secure

Pending

[If pending, please give more details here.]

**Project Description**

**Project Focus Area(s) (required)**

*Check at least one.*

COVID-19 pandemic

Public health system improvement (such as accreditation)

Building healthy communities

Food security

Health equity

Opioid addiction prevention/recovery

Vulnerable populations emergency planning

Other/special project/new initiative (please describe succinctly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How will this VISTA position support the program’s national performance measures? (required; enter on next page)**

Each OHA VISTA project must support the national VISTA program’s performance measures area for Healthy Futures:

* Access to Health Care: Connecting economically disadvantaged individuals to preventative education and treatment/recovery services regarding the COVID-19 pandemic and opioid crisis, to include mental health services. Programming in this area must focus on interventions that directly benefit individuals as opposed to supporting research efforts or supplanting medical staff.
* Food Security: Alleviating hunger and increasing access to nutritious food, particularly the development of alternate food distribution and feeding sites to accommodate closures of traditional feeding sites, such as schools or after-school program sites.

*Enter your description below. No more than one paragraph please. Please be explicit.*

This VISTA project will support the Healthy Futures objectives by…

[Enter text here]

**How will having a VISTA at your organization improve your organization’s ability to transition community members out of poverty? (required)**

*The goals of the AmeriCorps VISTA project should address helping individuals and communities out of poverty rather than focusing on making poverty more tolerable.*

*Enter your description below. No more than one paragraph please. Please be explicit.*

This VISTA project will transition people out of poverty or break the cycle of poverty by…

[Enter text here]

**How will having an OHA VISTA member increase the capacity of your organization to better address the needs of the community? (required)**

*AmeriCorps VISTA achieves its mission by assigning members to organizations in order to expand the ability of those organizations to fight poverty. Members increase the capacity of organizations to better address the needs of the communities in which they serve.*

*Enter your description below. No more than one paragraph please. Please be explicit.*

This VISTA project will increase our organization’s capacity by…

[Enter text here]

**What specific organizational strategies do you plan to put in place to sustain the results of the project? What will be your plan for eventually transitioning away from VISTA resources? (required)**

*Organizations must plan for the eventual phase out of AmeriCorps VISTA members and the absorption of their functions by other facets of the organization or community. AmeriCorps VISTA projects are encouraged to develop a long-term sustainability plan beginning the first year of the project’s existence.*

*Enter your description below. No more than one paragraph please. Please be explicit.*

This VISTA project includes a plan for sustainability and local self-reliance by…

[Enter text here]

**Please provide a description of your organization. Include any information potential applicants would want to know about working/living in your community and as a part of your team. (required)**

*Explain who you are, what you do, who you serve. Explain how it alleviates poverty and serves low income community members. Use plain language with limited jargon and spell out acronyms. Audience includes non-public health reviewers and applicants with limited public health experience. Be sure to Include the joys of living in your town. 1400 characters or less.*

[Enter text here in 1400 characters or less (including spaces)]

**What will the VISTA member do?**

*Use plain language with limited jargon. Audience includes non-public health reviewers and applicants with limited public health experience. Be concise and use numbered or bulleted lists of key objectives/projects that also appear in the VISTA Assignment Description. You may also include desired skills and qualifications in this section such as required language and two to three desired soft and/or hard skills. Must be 1000 characters or less.*

[Enter text here in 1000 characters or less (including spaces)]

**What education, skills and traits would you like to see in a potential VISTA member?**

*Please note the eligibility requirements for AmeriCorps VISTA is 18 years or older, pass a national service criminal history check, and hold one of the following citizenship or legal residency statuses: US citizen, US National, Lawful Permanent Resident (ie Green Card), and persons legally residing within a state which includes refugee, asylee, temporary protected status throughout VISTA service, and holding DACA status. The Oregon Health Authority AmeriCorps VISTA Partnership Project prefers candidates hold a minimum of a bachelor’s degree however we recognize that higher education is a privilege and will substitute relevant work experience.*

To be successful in this position, we are seeking someone who is ideally [Enter text here]

**Training**

**Required** **On-Site Orientation and Training Information**

* **OHA provides**: The State of Oregon will offer several days of training for all the VISTA members during their first week of service. The training will include topics such as public health overview, professional email etiquette, conflict resolution, living on a VISTA budget, wellness at work, cultural competency, and current public health topics.
* **Host sites must provide**: As part of the VISTA application process, site supervisors must provide on-site orientation to acquaint the VISTA with the site, staff, community, and position. The on-site orientation should consist of an orientation that begins as soon as the VISTA starts at the site. Each site is expected to offer additional trainings that will help the member gain the knowledge and skills needed to excel in their position. An on-site orientating and training plan (OSOT) is required by AMERICORPS and should be submitted after project approval. The topics included in on-site orientation may range from formal introductions in large-group settings to more informal discussions between the supervisor and VISTA. Examples include:
  + Staff meetings
  + Staff in-service trainings
  + Introduction to community partners
  + Tour of the facilities
  + Informal introductions to staff
  + Overview of agency policies
* If your project is approved, you must submit an On-site Orientation and Training plan (OSOT) 30 days before the first day of service. The primary purpose is to introduce the member to your organization, the community and the goals and operation of the VISTA project. It should also provide the member with the basic skills and knowledge they will need to get started on the project. The OSOT is due to OHA **July 23, 2021**.

**What additional Ongoing Development Opportunities? (optional)**

*Providing professional development and training opportunities to VISTAs beyond the orientation is an important responsibility of the host sites. Below, please list and describe the opportunities that will potentially be available to the VISTA throughout the year. Examples of opportunities include both in-house staff development activities and outside work-related conferences.*

[List additional development opportunities you expect to offer a VISTA here.]

**Resources and Additional Information**

**Travel Reimbursement Information**

Pending safety and travel restrictions due to the COVID-19 pandemic, the State of Oregon will be providing travel reimbursements for the VISTA member for any state-sponsored trainings and activities. The VISTA member will be responsible for filling out a request for reimbursement. Sites will be responsible for any training that a site supervisor and VISTA member agree upon that will benefit their service year. Sites will be responsible for VISTA travel to local and regional meetings, any locally-sponsored training, and any other project-related travel not sponsored by the state.

**Supplies and Equipment (required)**

*Which of the following items will be available to the VISTA prior to their first day on-site? Please acknowledge and agree to this commitment by checking whether the VISTA’s access to each resource will be on an individual basis or shared. Please ensure that your organization is prepared to set up necessary supplies and equipment for the VISTA member in a timely manner.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Individual | Shared | Not Available |
| Dedicated office space |  |  |  |
| Desk phone |  |  |  |
| Mobile phone |  |  |  |
| Voicemail |  |  |  |
| Printer |  |  |  |
| Fax machine |  |  |  |
| Computer |  |  |  |
| Internet access |  |  |  |
| Email account |  |  |  |
| Agency vehicle |  |  |  |

**Additional Recruitment Incentives and Subsistence Support (optional but recommended)**

*VISTA is a poverty immersion program. Most VISTAs take home around $900-$1000 per month after taxes. Does your organization have the capacity to provide additional incentives, such as housing assistance, a transit pass, or other non-cash assistance?*

*We strongly encourage sites to identify a valuable non-cash support in order to draw the best candidates and support a better quality of life for the VISTAs serving. Suggestions include transit passes, gas cards, grocery cards, health coverage, access to local clinics for reduced costs, gym passes, membership in local food cooperatives, access to food bank, professional development, low cost housing, or housing subsidy (must be paid directly to their landlord). While not required in the site application process, these additional incentives can increase the competitiveness of your site during the VISTA member recruitment process. If so, provide detailed information to determine if the incentives are allowable based on VISTA regulations.*

*\*\*Portland-metro sites are required to provide VISTAs a monthly TriMet pass in order to offset the high cost of housing and ensure their site’s basic competitiveness in the market for candidates\*\**

[Describe additional incentives/support here.]

**Additional information for application reviewers (optional)**

*In addition to the above narratives, please share any other information about the goals and vision for the proposed project that you would like reviewers at OHA and the national VISTA program to know.*

[Enter additional information here.]

**Draft VISTA Assignment Description (VAD)**

**Instructions and Information**

**About the VAD**

A VISTA Assignment Description, or VAD, details the activities a VISTA member will perform during their year of service. Think of it like a job description but keep in mind that VISTA is not a job, it is a year of service. The VAD is the document that the Corporation for National and Community Service (AmeriCorps) reviews and, if approved, retains for purposes of tracking the status and development of VISTA projects. It is provided to members to guide their progress throughout the year and present quantitative and qualitative measures for performance evaluation. It short, it is the most important part of your application.

The audience for the VAD is the federal government (AmeriCorps), the VISTA applicant, and OHA. Please remain concise, formal and professional. Sentences must be complete, direct and short. Avoid the passive voice. Check spelling for correctness and avoid acronyms and jargon.

**Goals Section**

The goal section of the VAD is the same for every OHA VISTA: The OHA VISTA project aims to reduce poverty in local communities through building sustainable county-wide wellness initiatives and taking a systems-approach to creating healthy communities. The project aims for health equity, access to care, and community resiliency for economically disadvantaged residents of Oregon.

**Objectives**

Objectives articulate what the VISTA will achieve during the assignment. There should be multiple objectives on a VAD and each objective should bridge the goal statement and member activities in 2-3 sentences. Objectives should include: what will be achieved, dates for completion (be as specific as possible - monthly, quarterly, etc.), how it relates to poverty, and bridge the goal statement with the member activities. Specific date ranges are helpful for project check ins, milestones and accountability purposes.

**Activities**

Activities follow the objectives and specifically identify what the VISTA will be doing. They help give the VISTA member ownership of the project. Each activity sentence should begin with active verbs. Activities should be clear and specific and should avoid too much detail and limited use of acronyms and jargon.

VISTA projects are not permitted to be purely administrative or support. The word “work” or any of its conjugates should never be used in the verb form to describe the VISTA’s activities. The VISTA cannot ‘work’ on a goal because VISTAs don’t perform work, they perform service. A VISTA may not be referred to as a worker, intern, employee, staff member, or similar. VISTAs must be referred to as VISTA, volunteer or member.

**Prohibited activities**

Refer to prohibited activities above or see [VISTA member prohibited activities](https://www.nationalservice.gov/sites/default/files/documents/acprohibited_activities.pdf).

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|  | **Examples of Inappropriate words or phrases** | **Examples of Appropriate words or phrases** |
| **When referring to a task** | Work, lobby, manage | Create, develop, expand, broaden, establish |
| **When referring to VISTA** | Worker, employee, intern, staff member | VISTA, VISTA member, volunteer, member |

**Example VAD Objectives**

Use the following objectives and member activities as a reference when completing the draft VAD below. Please contact Danielle Brown (contact information above) if you have questions! There are resources for writing VADs available at <https://www.oregon.gov/oha/PH/PREPAREDNESS/SERV-OR/Pages/Vistahostavista.aspx>.

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| **Objective of the Assignment *(Period of Performance: 10/2020 - 3/2021)***  Develop a variety of outreach methods that will be used to gather information from EOCCO members and other people living in poverty about how COVID-19 has impacted their lives, as well as their suggestions about how Lake County, Lake Health District, and other entities can better support them in future crises. The VISTA will work with local and regional partners to determine the most effective outreach methods and ensure each method is implemented.  **Member Activity:**   1. Identify barriers to EOCCO member involvement with EOCCO outreach coordinator and Lake County Local Community Advisory Council (LCAC) members. 2. With the outreach coordinator and LCAC, brainstorm creative methods to overcome these hurdles. 3. With the outreach coordinator and LCAC, incorporate ideas from brainstorming sessions to determine outreach methods that will most effectively reach EOCCO members and convince them that answering the questions will provide valuable information that will be used in preparedness planning. 4. Implement the various outreach methods (e.g. post surveys online, develop script for phone interviews, mail surveys, etc.) 5. Recruit LCAC volunteers to assist with outreach efforts. |

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| **Objective of the Assignment *(Period of Performance: 05/2021 – 09/2021)***  The VISTA project will support efforts to transition people out of poverty by identifying, developing, and promoting low or no cost options for healthy activities that can be accessed by low-income communities and Medicaid populations. More specifically, the VISTA will support outreach to said populations that experience high rates of type 2 diabetes.  **Member Activity:**   1. Conduct focus groups and listening sessions in the community at low income housing sites and food pantries as well as with students receiving free and reduced lunch in county schools, and at early childhood partners/childcare providers serving low-income families. 2. Support the coordination and promotion of services by Tillamook County Community Health Centers’ Mobile Clinic and telehealth services to reduce barriers to access of care and improve health equity by meeting those in need where they are. 3. Assist in the implementation and development of a workflow that would provide technical support to community members to access telehealth services. 4. Participate in monthly meetings with Executive Directors and staff that run social service, mental health, and health care organizations to share information, gather input, cross-promote services and to develop methods for outreach to target populations. 5. Create bilingual educational materials and community partner resource information for at-risk residents to address health disparities and issues related to access to nutritious food, healthy activities, and health education/information. |

**Draft VAD Template (required)**

*Please use the template on the following page to complete a draft VAD for your VISTA project. Complete all sections with red font. After your project is approved by OHA, you will receive requests for additional edits before the final VAD is submitted for approval by AMERICORPS. All VADs MUST be approved by AMERICORPS before the VISTA position is posted to the application portal.*

 **Oregon Health Authority/AmeriCorps VISTA**

**Partnership Project**

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| **VISTA Title:** Title for VISTA (*example: Healthy Futures Coordinator VISTA*) |
| **Sponsoring Organization:** State of Oregon-OHA-Public Health Division  **Project Name:** Oregon Public Health Partnership |
| **Site Name:** Host Site Name |
| **Focus Area(s)**  **Primary:** Healthy Futures (required for all OHA VISTA Partnership Projects)  **Secondary (optional):**  Disaster services  Economic opportunity  Education  Environmental Stewardship  Veteran and Military Families |

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| **VISTA Assignment Objectives and Member Activities** |
| **Goal of the Project (same for all OHA VISTA sites):** The OHA VISTA project aims to reduce poverty in local communities through building sustainable county-wide wellness initiatives and taking a systems-approach to creating healthy communities. The project aims for health equity, access to care, and community resiliency for economically disadvantaged residents of Oregon. |
| **Objective of the Assignment *(Period of Performance: mm/yyyy - mm/yyyy)***  [State objective here]  **Member Activity:** |
| **Objective of the Assignment *(Period of Performance: mm/yyyy - mm/yyyy)***  [State objective here]  **Member Activity:** |
| **Objective of the Assignment *(Period of Performance: mm/yyyy - mm/yyyy)***  [State objective here]  **Member Activity:** |
| **Objective of the Assignment *(Period of Performance: mm/yyyy - mm/yyyy)***  [State objective here]  **Member Activity:** |
| **Objective of the Assignment *(Period of Performance: mm/yyyy - mm/yyyy)***  [State objective here]  **Member Activity:** |
| **Objective of the Assignment *(Period of Performance: mm/yyyy - mm/yyyy)***  [State objective here]  **Member Activity:** |