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

Updated October 2023

# Project Plan Application

## Host Site Information

**Basic Information (required)**

**Host Site Name**:

**Website**:

**EIN:**

**Please specify any member age and education requirements beyond the National Requirement of 18 years.**

*The National AmeriCorps age requirement is 18 years and older. OHA and host sites can set their own age and education requirements (ex. age 21 with bachelor’s level education).*

**Age**:

**Education level**:

**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**:

**Supervisor Orientation Details (required)**

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

Attend **one** of the mandatory virtual supervisor orientations on Zoom. Please register in advance:

March 4, 2024 – 1pm-2:30pm – [Register here](https://www.zoomgov.com/meeting/register/vJItde6gqzkrGMYLHdn7a_TbZmvppzAQS_M) (option 1)

March 11, 2024 – 1pm-2:30pm – [Register here](https://www.zoomgov.com/meeting/register/vJIsdu-rrTkpEu-XrA9wg_2yMH9uw3ACkR4) (option 2)
March 18, 2024 – 1pm-2:30pm – [Register here](https://www.zoomgov.com/meeting/register/vJIsd-2orjIrH3thvtqweYucaqGobIDGqok) (option 3)
After registering, you will receive a confirmation email containing information about joining the meeting.

***Please register in advance. Please share with anyone who will be working with the Member.***

[ ] Yes, I will attend [ ]  No, other date requested

## Key Personnel

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

**Name**:

**Title**:

**Email**:

**Mailing address**:

**Phone**:

**Should this person be included in VISTA recruitment emails (application review, interview panel, etc.)? Yes or No**

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

*A supervisor provides regular supervision to the Member. This person must be available for frequent communication to meet with the Member 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 Member through their project. It will be assumed this person is the main point of contact for VISTA recruitment emails (applications, interview panel, etc.) unless otherwise communicated.*

**Name**:

**Title**:

**Email**:

**Mailing address**:

**Phone**:

**VISTA Supervisor schedule information (required)**

*A supervisor should be available to adequately provide management, training, direction, and support to the 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 Member[ ]  Telework. Hours per week: |
| **How much time do you estimate this person will spend supervising the Member?** | [Hours or percentage estimate] |

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

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

**Organization/committee**:

**Contact person and title/role**:

**Email**:

**Purpose of organization**:

**Involvement with the Member**:

**Organization/committee**:

**Contact person and title/role**:

**Email**:

**Purpose of organization**:

**Involvement with the Member**:

**Organization/committee**:

**Contact person and title/role**:

**Email**:

**Purpose of organization**:

**Involvement with the Member**:

## Number of Positions and Funding

**Number of AmeriCorps VISTA Members (required)**

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

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

*Check one.*

[ ]  **Cost share - $26,132 per member for the entire year**. The larger amount covers the 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 member 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 including but not limited to training, professional development and program staff salary.

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

*Check one.*

[ ]  Secure

[ ]  Pending

[If pending, please give more details here.]

## Project Description

**VISTA projects generally have two main conceptual components: (1) to build the capacity of programs and organizations that (2) help individuals and communities out of poverty.**

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

*Check at least one.*

[ ]  COVID-19 pandemic

[ ]  Public health system improvement (such as accreditation/reaccreditation)

[ ]  Building healthy communities (chronic disease prevention, Medical Reserve Corps, wellness initiatives)

[ ]  Food security

[ ]  Health equity

[ ]  Vulnerable populations emergency planning

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

**How will this AmeriCorps position support the program’s national performance measures? (required)**

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

* Access to Health Care: Connecting economically disadvantaged individuals to primary and preventative health care through public health system improvement (quality improvement, accreditation); health equity; building healthy communities; COVID response and recovery; population-specific interventions; or special public health projects.

*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 an AmeriCorps VISTA member 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 AmeriCorps 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]

**We need to understand what capacity-building aspects you have in mind for this project. AmeriCorps defines capacity building as a set of activities that expand the *scale, reach, efficiency, or effectiveness* of programs and organizations. Activities may also increase the ability of the program or organization to leverage *resources.* (required)**

**For this project, what is your capacity building goal? Choose one of the following capacity goals that best reflects your intent at this site (please only select one):**

[ ]  Scale/reach: You aim to increase your organization’s or program’s ability to serve more people, serve new groups of people, or provide new or expanded types of services.

[ ]  Effectiveness: You aim to increase your organization’s or program’s ability to achieve better outcomes for beneficiaries.

[ ]  Efficiency: You aim to increase your organization’s or program’s ability to provide improved outcomes for beneficiaries with the same level of resources, or to improve or maintain consistent quality of services with fewer resources.

[ ]  Leveraged resources: You aim to increase your organization’s or program’s ability to generate additional resources of asssets, such as funding, volunteers, in-kind support, and partnerships.

**What are some of the anticipated service activities for this project? This will help you write the VISTA Assignment Description in the next section as well as ensure we report our performance measures appropriately to AmeriCorps. Select all that apply. VISTA projects are not limited to the service activities below, but should include at least one. (required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Select all that apply** | **Service Activity**  | **Description** | **Examples of VISTA Activities** |
| [ ]  | Community Assessment | Environmental scan of community context and need | – Help design a community assessment plan – Help complete a survey of neighborhood or a report of need/recommendations based on findings – Help incorporate into program service delivery – Help update community assessment to monitor the most pressing community challenges |
| [ ]  | Community awareness and engagement | Expand community knowledge and support of the program effort | – Help complete a public relations media plan – Help conduct community outreach or organizing meetings – Help develop presentations, newspaper articles and PSAs |
| [ ]  | Expand/strengthen partnerships/networks | Initiate efforts with other organizations, for example, through applying jointly for funding, collaborating on programming or referrals, sharing staff and resources, developing training and materials that are shared | – Identify potential collaborators and plan informational meetings – Help improve communication about community projects among partner organizations – Help establish intra-organization systems (e.g., linked database, common forms) – Help develop commitments among collaborators to the project and formalize partnerships, e.g., MOUs, budgets |
| [ ]  | Financial resources | Develop/expand a diversified funding stream | – Develop fundraising plan – Recruit fundraising committee – Help establish fundraising unit – Identify resources for fundraising – Help develop capital campaign or approach donors – Draft and submit proposals – Plan ongoing fundraising |
| [ ]  | Material development | Improvement or expansion of materials that support programming (e.g., toolkits, curricula, worksheets) | – Assess current materials – Develop or modify materials to strengthen programming – Develop and/or training materials – Develop manuals – Train staff in the use of newly developed materials |
| [ ]  | Outreach | Participant recruitment | – Develop an outreach plan for target beneficiaries/ participants – Help ensure program is relevant to potential participants – Develop/improve presentations, communication tools and methods of conducting outreach to potential participants |
| [ ]  | Performance measurement | Assessing results of program offerings | – Help develop or improve a performance management system for the anti-poverty programming – Help train staff to use performance management system routinely to continually improve measures – Help staff use findings from performance measurement efforts to inform improvements of existing and new program offerings |
| [ ]  | Program development and delivery | Improvement or expansion | – Help expand existing program or develop new program design – Help implementation of new/expanded program |
| [ ]  | Technology use | Develop systems for organizational effectiveness | – Develop, pilot, revise database (volunteer, client) or internal or external knowledge management system – Develop social media tools – Pilot new tools – Train staff to do updates and maintain database or knowledge management system – Develop ongoing staff/volunteer/community technology resource |
| [ ]  | Volunteer recruitment and management system | Establish or expand pool of volunteers to assist with service delivery | – Help organization and other stakeholders recognize need for and use of volunteers – Help clarify volunteer roles – Develop volunteer generation plan – Develop partnerships for recruiting volunteers – Develop volunteer unit, volunteer manual/training/curriculum – Recruit/manage volunteers – Develop/pilot volunteer training – Develop volunteer intake/tracking/recognition system – Train staff to manage volunteer plan – Resource plan for ongoing support of systems (recognition, training, supervision) |

**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 AmeriCorps 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]

**Training**

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

* **OHA provides**: The State of Oregon/Oregon Health Authority will offer several days of training for all OHA AmeriCorps VISTA members during their first month of service. The training will include topics such as public health overview, professional email etiquette, conflict resolution, living on an AmeriCorps budget, wellness at work, cultural competency, and current public health topics.
* **Host sites must provide**: As part of the member application process, site supervisors must provide on-site/virtual orientation to acquaint the member with the site, staff, community, and position. The orientation should consist of an orientation that begins as soon as the member 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 is due after project approval (see below for more information). The topics included in orientation may range from formal introductions in large-group settings to more informal discussions between the supervisor and member. 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 AmeriCorps 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 **March 1, 2024.** You will receive access to templates and more information upon project approval.

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

*Providing professional development and training opportunities to members 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 member throughout the year. Examples of opportunities include in-house staff development activities, outside work-related conferences, and available PD funds to support the member.*

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

## Resources and Additional Information

**Travel Reimbursement Information**

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

**COVID-19 Vaccine (response required)**

Members are expected to comply with the COVID-19 vaccination policy established by their grantee, sponsor, or subsite. Please indicate below if your organization will be requiring volunteers/contractors/AmeriCorps members to be vaccinated so that we can communicate expectations during the recruitment process.

|  |  |
| --- | --- |
| Yes | No |
|[ ] [ ]

**Supplies and Equipment (response required)**

*Which of the following items will be available to the member prior to their first day on-site? Please acknowledge and agree to this commitment by checking whether the member’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 member in a timely manner. Sites should consider additional incentives such as internet and electricity subsidies, internet hot spot, office supplies like pens, notebooks, whiteboard/dry erase, etc. Use page 13 to comment on how the member should expect to work (remotely, in office, or hybrid).*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Individual | Shared | Not Available/Not applicable |
| Dedicated office space (if applicable) |[ ] [ ]  [ ]  |
| Desk phone (if applicable)  |[ ] [ ] [ ]
| Mobile/cell phone  |[ ] [ ] [ ]
| Voicemail |[ ] [ ] [ ]
| Printer |[ ] [ ] [ ]
| Fax machine  |[ ] [ ] [ ]
| Computer |[ ] [ ] [ ]
| Internet access |[ ] [ ] [ ]
| Email account  |[ ] [ ] [ ]
| Agency vehicle  |[ ] [ ] [ ]

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

*AmeriCorps VISTA is a poverty immersion program. Most members take home around $1000-$1200 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 members 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 utility or housing subsidy (must be paid directly to their leaseholder, agency, or utility company). While not required in the site application process, these additional incentives can increase the competitiveness of your site during the member recruitment process. If so, provide detailed information to determine if the incentives are allowable based on AmeriCorps VISTA regulations.*

*\*\*Portland-metro sites are* ***required*** *to provide members 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 (response required)**

*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 AmeriCorps VISTA program to know. Please comment on if the member will be working remotely, in the office, or a combination.*

[Enter additional information here.]

# Draft VISTA Assignment Description (VAD)

## Instructions and Information

**Instructions and Information**

**About the VAD**

A VISTA Assignment Description (VAD) details the activities an AmeriCorps VISTA member will perform during their year of service. Think of it like a job description but keep in mind that AmeriCorps is not a job, it is a year of service. The VAD is the document that AmeriCorps reviews and, if approved, retains to track 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.

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 is 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.

The audience for the VAD is the federal government (AmeriCorps), the AmeriCorps 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 AmeriCorps VISTA and can not be changed.

**Objectives**

Objectives articulate what the member 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 member will be doing. They help give the 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.

AmeriCorps 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 member’s activities. The member cannot ‘work’ on a goal because members don’t perform work, they perform service. A member may not be referred to as a worker, intern, employee, staff member, or similar. AmeriCorps VISTA members must be referred to as AmeriCorps member or volunteer.

**Prohibited activities**

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

|  |  |  |
| --- | --- | --- |
|  | **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 |  AmeriCorps VISTA member, AmeriCorps 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>.

|  |
| --- |
| **Objective of the Assignment *(Period of Performance: 10/2023 - 3/2024)***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 member 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

*Please use the template on the following page to complete a draft VAD for your AmeriCorps 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 position is posted to the application portal.*

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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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| **Goal of the Project (same for all OHA VISTA sites):** The OHA AmeriCorps 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:**  |
| ***\*\*DO NOT EDIT. All OHA VISTA members share this objective.\*\******Objective of the Assignment *(Period of Performance: mm/yyyy - mm/yyyy)*** OHA AmeriCorps VISTA members participate in teamwide activities supported by the Oregon Health Authority.**Member Activity:** 1. Attend four to five in-person OHA VISTA team meetings with the greater OHA AmeriCorps VISTA team at various locations around the state
2. Participate in national service events, including two national days of service per year (9/11 and MLK day)
3. Complete and submit monthly reports to the OHA AmeriCorps VISTA leadership team
4. Complete monthly check-ins with OHA VISTA leader
5. Complete the required OHA volunteer trainings within 60 days of beginning service.
 |

## Draft Opportunity Listing:

The opportunity listing is the only information applicants will see when applying for the position. The program description is often the first encounter a VISTA member will have with your organization. Information should be clear, honest, and compelling so that you can recruit a good match. Please follow the designated character count (**which includes spaces**), this is not flexible. Please complete in the following information:

**Host organization name**

|  |
| --- |
|  |

**VISTA Job Title (Must be 60 characters or less with spaces)**

*Example: “Health Equity VISTA”.*

|  |
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|  |

**Program Description Summary (Must be 200 characters or less with spaces)**

*Give a brief two (2) line description using the following the template. The entire program description summary must be 200 characters or less.*

|  |
| --- |
| Join the Oregon Health Authority sponsored AmeriCorps VISTA team at [HOST SITE NAME]to [BRIEF PROJECT DESCRIPTION] in [CITY], Oregon. |

**Member Duties (Must be 1000 characters or less with spaces)**

*This is the position description. 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 qualifications in this section such as required language and two to three desired soft and/or hard skills. Positions are listed on the AmeriCorps website at the link here:* [*https://my.americorps.gov*](https://my.americorps.gov)*.*

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| **The AmeriCorps member will: [enter summary VAD activities here]****Optional if character count allows (add some or none):** AmeriCorps VISTA members serve their communities through indirect service. While programs developed endure for years, you will have limited interaction with clients and will either serve remotely or in a professional office. Applicants should possess four years of higher education or relevant work experience. Applicants should be independent, motivated, reliable, and have strong writing and intercultural communication skills. **Applicant should have experience with [MS Office, project planning, coaching skills, and bilingual preferred].** |

**Program Description (2000 characters or less with spaces)**

*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 all 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. (Follow the template below. The first and last paragraph are included in all OHA VISTA position listings). The entire Program Description must be 2000 characters or less including the required text about the OHA VISTA program.*

|  |
| --- |
| This position joins Oregon Health Authority’s statewide AmeriCorps VISTA team. In addition to activities at your individual site, each member receives additional orientation, training throughout the year, team meetings, and the support of the team leaders and project director based at the state public health agency. For more information about the Oregon Health Authority AmeriCorps VISTA Partnership Project, please visit: <http://healthoregon.org/vista>. Selections are made on a rolling basis and early applications are strongly encouraged. The last day to submit an application is February 26, 2024.[INSERT YOUR PROGRAM DESCRIPTION HERE]The OHA AmeriCorps VISTA Partnership Project is committed to building a diverse workforce to strengthen our work in Oregon communities. We value applicants who can bring lived experience to further OHA’s strategic goal to eliminate health inequities by 2030. With the innovative public health work happening in Oregon, [NAME OF CITY] is a wonderful place to explore a future in public health! |

**Additional benefits/incentives of this position:**

*Optional but strongly recommended; from page 10 of project plan application.*

*Please list any benefits provided to the member from your host site. These benefits often have an impact on recruitment.
Examples include: $500 in professional development funds, $400 a month room available with a program staff member, every other Friday off during the summer, CHW training certificate, etc.*

*Note: all Multnomah county host sites are required to provide a TriMet transit pass for their members.*

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|  |