

VISTA Assignment Description (VAD)

Title: Recruitment Specialist

Sponsoring Organization: Central Missouri Foster Care & Adoption Association

Project Name: Central Missouri Foster Care & Adoption Association

Project Number: 17VSWMO002

Project Period: 04/16/2017 - 04/14/2018

Site Name (if applicable):

Focus Area(s)

Primary: Healthy Futures

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: The Recruitment Specialist VISTA member will strengthen organizational capacity of Central Missouri Foster Care and Adoption Association (CMFCAA) by recruiting and training volunteers, mental health professionals, foster and kinship parents, and donors through the development of a concierge service. As a result of the VISTA member's service, CMFCAA will have sustainable foster parent, kinship, and volunteer, recruitment and retention system. These results will allow Central Missouri Foster Care and Adoption Association to achieve the goal of preventing reoccurring trauma associated with patterns of abuse for foster and adoptive children in a 13 county Missouri area, as well as create healthy environments for children to heal and thrive.

Objective of the Assignment (*Period of Performance: 8.1.17 - 9.15.17*)

Assess the current state of Central Missouri Foster Care and Adoption Association's mission, programs, clients, and volunteers served.

Member Activity: Research the history of CMFCAA and the clients served.

Member Activity: Develop understanding of clients and legal framework of foster care and adoption in Missouri through local and community training.

Member Activity: Develop understanding of CMFCAA programs and best practices based on client surveys, professed needs, and state and national standards and research.

Member Activity: Research the current state of CMFCAA's volunteer recruitment database, foster and kinship parent concierge service, and referral systems as well as best practices in the field of information tracking for trauma and abuse prevention. Based on this report, identify strengths and weaknesses of CMFCAA's current systems and make a plan for improvement.

Objective of the Assignment (Period of Performance: 9.1.17 - 9.30.17)

Assess the current state of CMFCAA's volunteer recruitment, communication, activities, retention and development.

Member Activity: Research best practices for volunteer recruitment and development.

Member Activity: Work with CMFCAA Program Coordinator to assess current volunteer activities within each CMFCAA program.

Member Activity: Research CMFCAA's current volunteer recruitment and development. a. Identify strengths and challenges of the current methods and make a plan for improvement

Objective of the Assignment (Period of Performance: 10.1.17 - 2.28.17)

Set up recruitment systems and build partnerships with community organization in order to spread the work about volunteer needs within CMFCAA, specifically for (but not limited to) the Extreme Recruitment and 30 Days to Family programs.

Member Activity: Work with Program Coordinator and Extreme Recruitment/30 Days to Family Supervisor to identify skills, abilities, and experiences sought in volunteers based on clients and program needs.

Member Activity: Write volunteer task descriptions that include qualifications, activities, time commitment, and other expectations.

Member Activity: Work with Recruitment Specialist VISTA to market volunteer task descriptions that include qualifications, activities, time commitment, and other expectations.

Member Activity: Develop partnerships with community organizations whose members are potential volunteers for CMFCAA programs.

Member Activity: Communicate the volunteer tasks and needs with active CMFCAA volunteers.

Objective of the Assignment (Period of Performance: 9.1.17 - 4.30.18)

Develop an outline of concierge needs and timeline for CMFCAA services for foster, adoptive, and kinship families.

Member Activity: Develop a method to track and follow through all foster/adoptive inquiries.

Member Activity: Develop an operation system to track and follow through with family usage of CMFCAA services and programs.

Member Activity: Work with Recruitment Specialist VISTA to market concierge service for foster, adoptive, and kinship parents.

Member Activity: Communicate concierge service with Systems Specialist VISTA in order to report information on CMFCAA dashboard.

Member Activity: Develop a manual and communicate the instructions on the application of concierge to appropriate CMFCAA staff.

Objective of the Assignment (Period of Performance: 10.1.17 - 4.30.18)

Increase the number of Training in Adoption Competency (TAC) mental health providers in the 13 county CMFCAA service area.

Member Activity: Research Training in Adoption Competency (TAC) timeline and outcome goals with partner agency (partnership already formed).

Member Activity: Develop marketing strategy for local mental health professionals based on TAC timeline and outcome goals.

Member Activity: Begin recruitment process of mental health providers to participate in TAC completion.

Member Activity: Create recruitment contact information database for mental health providers.

Objective of the Assignment (Period of Performance: 1.1.18 - 4.30.18)

Develop and implement a standard operating procedure for management and retention of donors in partnership with Development Specialist VISTA.

Member Activity: Research best practices for recruitment and retention of major donors.

Member Activity: Research current CMFCAA systems of recruitment and retention of major donors.

Member Activity: Identify strengths and challenges of current CMFCAA systems of recruitment and retention of major donors and make a plan for improvement. Implement the improvement plan.

Objective of the Assignment (Period of Performance: 1.1.18 - 4.30.18)

Develop or revise client/volunteer database in partnership with Systems Specialist VISTA member in order for CMFCAA to effectively communicate with clients served.

Member Activity: Research existing CMFCAA client/volunteer database to identify strengths and weaknesses, and make a plan for improvements.

Member Activity: Develop and implement the improvement plan.

Objective of the Assignment (Period of Performance: 10.1.17 - 4.30.18)

Produce quality reports that can be used on social media, traditional media, as well as compiled for federal reporting requirement which demonstrate the anti-poverty and capacity building work being accomplished during your service term.

Member Activity: 1. Complete monthly reports and annual reports as well as other progress reports (as assigned). a. Become knowledgeable about required and expected reporting. b. Develop strong tracking tools that align with the outcomes of your VAD and the performance plan to ensure that you are tracking your outcomes. c. Research ways to share the impact of your work in the community and develop a brief external engagement plan to be used over the course of your year of service. d. Ensure that materials you create during your year include the AmeriCorps VISTA logo and that your service site has the VISTA brand visible within the site. e. Support your site and intermediary with elevating stories of impact, paying close attention to events, meetings and interactions with elected officials or any other noteworthy engagement. f. Participate in, and engage others in, the national days of service and national days of recognitions as requested by your site.