

VISTA Assignment Description (VAD)

Title: Systems Specialist VISTA

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 Systems Specialist VISTA member will build capacity of Central Missouri Foster Care and Adoption Association (CMFCAA) by developing and implementing infrastructure development tools, donor development systems, and creative communication and technological tools. As a result of the VISTA member's service, CMFCAA will have a dashboard to share that communicates organizational performance, accomplishments in strategic planning goals, and improves program accountability. These results will allow CMFCAA to impact poverty by reducing the Adverse Childhood Effects (ACE) score that clients experience by empowering caregivers who work with foster and adoptive children who have experienced trauma and abuse.

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, and clients 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 performance and client tracking 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 tracking systems and make a plan for improvement.

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

Develop and implement a dashboard framework for CMFCAA that will measure strategic planning accomplishments, organizational performance, and program accountability that can submit reports on a monthly basis (and an as needed basis).

Member Activity: Research best practices for organizational dashboard development.

Member Activity: Research design creation of dashboard development.

Member Activity: Communicate with businesses and community partners to determine effective technology available for creation of dashboard.

Member Activity: Create and design dashboard that can identify strategic plan goals and accomplishments in a fluid and continuous manner.

Member Activity: Create and design a dashboard that can communicate program accomplishments based on best practices in each program as well as be able to report accountability information to program funders.

Member Activity: Work with CMFCAA Program Coordinator to understand clients' needs and program effectiveness that will be communicated in the dashboard information.

Member Activity: Create and design dashboard that can communicate the activity of CMFCAA's funders in a way that can be shared with CMFCAA Board of Directors and stakeholders.

Objective of the Assignment (Period of Performance: 12.1.17 - 4.30.18)

Develop and implement standard operating procedures for each CMFCAA program in partnership with CMFCAA Program Coordinator.

Member Activity: Research current standard operating procedures for the current CMFCAA programs.

Member Activity: Identify strengths and challenges of the current procedures and make a plan for improvement.

Member Activity: Work with CMFCAA Program Coordinator to create and write standard operating procedures for each CMFCAA program.

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

Develop and implement methods to educate the CMFCAA staff on the active construction and application of the developed dashboards.

Member Activity: Create written instructions (i.e. manual) on the application of each developed dashboard.

Member Activity: Communicate the instructions on the application of each developed dashboard to appropriate CMFCAA staff.

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

Develop or revise client/volunteer database in partnership with Recruitment 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: 1.1.18 - 4.30.18*)

Develop or revise client/volunteer database in partnership with Recruitment 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: 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.