

# CORP VISTA ASSIGNMENT DESCRIPTION

CENTRAL COLORADO AREA HEALTH EDUCATION CENTER (CCAHEC)  
10200 E Girard Ave, B131, Denver, CO 80231



Colorado Community  
Opioid Response Program

**TITLE:** Community Opioid Response Program VISTA Member

**Sponsoring Organization:** Central Colorado Area Health Education Center (CCAHEC)

**Project Name:** Colorado AmeriCorps VISTA Community Opioid Response Program

**Project Number:** 17VSWCO003

**Project Period:** 2/5/2018-02/4/19

**Site(s) Name:** Park County Public Health Department (Baily, CO); The Coalition for Prevention, Addiction Education and Recovery, (Colorado Springs, CO); SK8 Church (Steamboat Springs, CO)

**Focus Area(s):** Healthy Futures

**Note:**

*FEBRUARY 2018 – FEBRUARY 2019*

The Colorado AmeriCorps VISTA Community Opioid Response Program (CORP) is a statewide initiative utilizing 3 AmeriCorps VISTA Members assigned to three partner sites who, while helping to ensure communities understand the correlation between poverty and opioid use, will build capacity and leverage resources to benefit communities building coalitions to address the Colorado opioid epidemic.

**Reports to:** Site Supervisor & Program Managers

**Service Position Summary:** While helping to ensure communities understand the correlation between poverty and opioid use, the CORP VISTA project will build capacity and leverage resources to benefit communities building coalitions to address the Colorado opioid epidemic. Members will: 1) Expand and strengthen partnerships and networks by identifying potential collaborators, planning informational meetings, and developing commitments among collaborators 2) Build capacity for financial resources by developing fundraising plans, identifying resources for fundraising, and drafting and submitting proposals 3) Expand technology use by developing technology plans, piloting new tools, and developing ongoing technology resources 4) Build volunteer recruitment and management systems capacity by helping to clarify volunteer roles, developing volunteer generation plans, developing volunteer units, and recruiting and managing volunteers 5) Increase knowledge of the correlation of economic stressors and opioid use by developing and distributing educational presentations and marketing materials

## Essential Functions:

- Planning informational meetings, and developing commitments among collaborators
- Developing fundraising plans, identifying resources for fundraising, and drafting and submitting proposals
- Developing technology plans, piloting new tools, and developing ongoing technology resources
- Helping to clarify volunteer roles, developing volunteer generation plans, developing volunteer units, and recruiting and managing volunteers
- Developing and distributing educational presentations and marketing materials that correlate economic stressors and opioid use.
- Initiate, support and enhance community-based collaborations/coalitions with lead local partners
- Collect, document and report impact data for progress reports and monthly impact statements.
- Accurately and professionally discuss with community partners and volunteers the objectives of the AmeriCorps program, positive youth development, and site-specific objectives.
- Recruit and train community volunteers to assist with programs.
- Manage relationships with partner and community sites.
- Commit to complete your term of service and site-specific responsibilities by end of term.
- Complete contract service hours (full-time for one year) and site-specific responsibilities by end of term.
- Participate in on-going trainings and events as required and requested by AmeriCorps and/or CO AHEC Regions.
- Participate in National Days of Service

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## Secondary Functions:

- Accurately complete and submit enrollment paperwork and reports.
- Have dependable transportation to and from host site and community meetings and activities.
- Wear official AmeriCorps identity items such as name tag, T-shirts, and lapel pins during all AmeriCorps VISTA service.
- Participate in performance reviews with the Site Supervisor and Program Managers.
- Meet regularly with site supervisor to discuss program objectives and updates.
- Represent AmeriCorps VISTA, COAHEC Regions, host site, and program/partner sites in a professional manner.

## Minimum Standards of Eligibility/Selection Criteria

- Be willing to build capacity and leverage resources to benefit communities building coalitions to address the Colorado opioid epidemic as described in the position description.
- Be at least 18 years old upon entering the VISTA program.
- Be a U.S. citizen or U.S. national or a lawful permanent resident alien of the U.S.
- Successful passing of required criminal background checks, including a National Sex Offender Website search and fingerprint-based criminal history check, to serve with at-risk or vulnerable populations.
- Be willing and able to complete the required full-time hours of service by end of term.
- Be able to relate previous education, training, military, or work experience, and demonstrate other relevant skills or interests necessary to perform a specific VISTA assignment.
- Have a valid driver's license and reliable transportation.
- Understand that VISTAs serve on a full-time basis. Therefore, there are special conditions that a VISTA must meet if they decide to hold a part-time job, enroll in school, or are subjects of legal proceedings (civil or criminal) that may consume time needed for VISTA assignments.

## Desired Knowledge, Skills, Abilities:

- College graduate with coursework in a related field.
- Knowledge of statewide efforts addressing the Colorado opioid epidemic.
- Desire to have a positive impact on the Colorado opioid epidemic.
- Hands-on experience in the areas of capacity building, leveraging resources to benefit communities, and building coalitions.
- Ability to plan, organize, prioritize, and complete multiple tasks with minimal supervision.
- Strong verbal and written communication skills.
- Ability and willingness to serve in a team setting and to promote collaboration.
- Ability and willingness to develop innovative and creative approaches to assigned responsibilities.
- Ability and willingness to serve in a position with flexible hours, including evenings and weekends when needed.
- Ability to use a computer for e-mail communication, collaboration, and online reporting, as well as familiarity/comfort with other technological tools that may assist in completing program objectives.
- Outgoing and personable nature.
- Adaptable, practical, energetic, and intrinsically motivated.
- Professional, respectful, and brings a positive attitude.
- Personal and professional commitment to diversity.

## Benefits of VISTA Service:

- Members earn a median living allowance of approximately \$491.96 dispersed every two weeks for their term of service (exact amounts vary by service location).
- Upon successful completion of service term, Members are eligible for an education award of \$5,920.00.
- Healthcare Allowance reimbursement program covers out-of-pocket expenses such as deductibles, copayments, etc., up to \$7,150 (2017) for those Members with qualifying healthcare coverage.
- VISTA program Childcare benefit for qualifying Members.
- Relocation and settling in allowance.
- Loan forbearance and deferment for qualified student loans.

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**Service Environment:** Ability to serve in an office and community settings with stakeholders.

**To Apply:** Positions are available in counties across Colorado. Applications will only be accepted online at My AmeriCorps <https://my.americorps.gov/mp/login.do>. For more information about the program, please email [sandra@centralcoahec.org](mailto:sandra@centralcoahec.org).

## Helpful Links:

Central Colorado Area Health Education Center: <http://www.centralcoahec.org>  
Colorado Consortium for Prescription Drug Abuse Prevention: [www.corrconsortium.org](http://www.corrconsortium.org)  
Colorado Attorney General's Office: <https://coag.gov/>  
Rise Above Colorado: [www.riseaboveco.org/](http://www.riseaboveco.org/)  
Serve Colorado: [www.colorado.gov/servecolorado](http://www.colorado.gov/servecolorado)  
Corporation for National & Community Service: [www.nationalservice.gov/](http://www.nationalservice.gov/)  
AmeriCorps VISTA Campus: [www.vistacampus.gov](http://www.vistacampus.gov)

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