



COLORADO IMMUNITY CORPS HOST SITE APPLICATION 2023-2024 COHORT

Introduction:

Immunize Colorado's AmeriCorps VISTA Program, the Colorado Immunity Corps aims to advance and promote vaccine delivery and education in communities across Colorado. These members build the capacity of their host site by developing and implementing local immunization activities that promote education and access to vaccines and primary care services in their communities. VISTA Members serve for 1 year.

Immunize Colorado is the intermediary organization. We take on the bulk of the recruitment, administrative, and financial responsibilities of the managing side of the program, while you – as the host site – supervises the VISTA member who serves directly at the host site.

To apply to be a host site for the 2023-2024 Program Year, please fill out the application after reading all the information provided.

If you have questions, please contact Riley Way @ riley.way@coloradoimmunitycorps.org or Sarah Waraniak @ sarah.waraniak@childrenscolorado.org

Position Information:

Colorado Immunity Corps VISTA members Terms of Service start based off a pre-determined AmeriCorps VISTA start dates during most months. They work full time for 12 months. Members are meant to take on capacity-building projects, rather than completing direct service activities (direct service includes day-to-day, repetitive activities, i.e., working check-in at a front desk or administering vaccines); they *may not* replace an existing staff or volunteer position.

Examples of projects include, but are not limited to:

- Expand the reach for the in-school immunization program (ISIP) and working with CDPHE to coordinate vaccine clinics for Afghan families.
- Develop educational fact sheets for a variety of vaccines, consent forms, volunteer manuals, etc.
- Organizing mobile clinics for community events, school districts, etc.
- Developing text reminder services for vaccination reminders.
- Developing educational presentations for specific populations
- Conducting data analysis or program evaluation activities.

Section 1

Host Sites must designate a supervisor(s) who will serve as the primary host site supervisor(s). This person must have the capacity to provide day-to-day supervision of the VISTA member for in person service, and potentially remote supervision if needed. The Colorado Immunity Corps requires the supervisor to be a full-time employee of the organization. Advanced communication should be shared with Colorado Immunity Corps staff in the event of supervision absence or change.

Host sites are required to:

- Designate an on-site supervisor who can commit to meeting with the member at least once a week and putting 3-5 hours per week into their management and development, including planning for periods of time when they may be out of office.
- Provide on-site orientation at the beginning of service.
- Approve paperwork including timesheets, monthly member checklists, reporting information, etc.
- Ensure member is focused on capacity-building services, and not direct service.
- Communicate with Immunize Colorado VISTA program staff as needed.

Section 2 – Project & Service Activities:

Colorado Immunity Corps VISTA members Terms of Service start based off a pre-determined AmeriCorps VISTA start dates during most months. They work full time for 12 months between 32-40 hours per week. Members are meant to take on capacity-building projects, rather than completing direct service activities (direct service includes day-to-day, repetitive activities, i.e., working check-in at a front desk or administering vaccines are not allowed); they *may not* replace an existing staff or volunteer position.

The VISTA Assignment Description or VAD details the activities AmeriCorps members perform during their year of service. A strong VAD is the foundation on which the AmeriCorps member experience is built. The VAD:

- Provides a broad outline of what an AmeriCorps member will work on during the year of service. Similar to a position description, it's valuable in recruiting members and as the basis of a detailed work plan.
- Breaks down the objectives identified in the host site application into a realistic set of activities to reach those objectives.
- Is written yearly, per assignment. A unique VAD is required for each AmeriCorps member each year. When a renewal application is submitted, VADs will be reviewed to determine growth of the project.
- Can be adapted as the project evolves and the unique strengths of the AmeriCorps member become apparent with approval of Colorado Immunity Corps program staff and AmeriCorps.

Section 1: Host Site Applicant Information

Host sites are required to:

- Designate an on-site supervisor who can commit to meeting with the member at least once a week and putting 3-5 hours per week into their management and development, including planning for periods of time when they may be out of office.
- Provide on-site orientation at the beginning of service.
- Approve paperwork including timesheets, monthly member checklists, reporting information, etc.
- Ensure member is focused on capacity-building services, and not direct service.
- Communicate with Immunize Colorado VISTA program staff as needed.

Please describe your organization's plan for adhering to these requirements, including who on staff will supervise the member, their qualifications and experience with supervising early career professionals, and how the organization plans to prepare and train the member both at the beginning of, and throughout their service year.

- *Proposed projects will be outlined in section 2 – no need to describe them here!*

Designated Supervisor: [Name, Title]

On-Site Orientation: At the beginning of service, the designated supervisor will provide the AmeriCorps VISTA member with a comprehensive orientation of the organization, including its mission, values, goals, and policies. **[Host Site Supervisor]** will also provide the member with a tour of the facility, introduce them to the rest of the staff, and explain the roles and responsibilities of each team member.

The orientation will also cover the following topics:

- Overview of the organization's programs and services
- The VISTA member's role and responsibilities within the organization
- Expectations and guidelines for performance
- Introduction to the organization's computer systems and software
- An overview of the organization's policies and procedures.

Supervision: The designated supervisor, will be responsible for the day-to-day supervision of the AmeriCorps VISTA member. They have over X years of experience in nonprofit management and has a proven track record of successfully supervising early career professionals. They will provide the member with a minimum of 5 hours of dedicated supervision each week, including:

1. **One-on-One Meetings:** They will schedule weekly one-on-one meetings with the AmeriCorps VISTA member to discuss their progress, provide feedback, and answer any questions they may have. During these meetings, the host site supervisor will review the member's weekly goals, provide guidance on any challenges they may be facing, and help them prioritize their tasks for the following week.
2. **Check-Ins:** The host site supervisor will conduct regular check-ins with the member to ensure that they are staying on track and making progress towards their goals. These check-ins can be conducted in-person, over the phone, or via email.
3. **Performance Evaluations:** The host site supervisor will conduct a mid-year and end-of-year performance evaluation with the AmeriCorps VISTA member to provide them with feedback on their work and to help them identify areas for growth and development.

Section 2: Project Description & Information

Project #1

Please provide a summary of proposed project #1. Include a detailed work plan with at least 2-3 goals and at least 2-4 measurable activities under each goal.

Note: This is the example and the minimum. Please elaborate with the level of detail you see fit.

Objective of the Assignment	Assess current databases for texting reminder systems to identify the vaccine requirements of each patient and put in place a communication system that effectively and efficiently communicates with those patients.
Member Activity 1	Review & update patient databases for eligible vaccinations.
Work Plan	This member activity will involve conducting a thorough review of the existing patient database to identify 2-5-year-olds with required vaccinations and 9-26-year-olds eligible for HPV doses 2 & 3. This review will also include updating the patient database with any necessary information, including demographic information, vaccine history, and current contact information.
Measurable Goal	The patient database should be fully reviewed and updated with all necessary information by X date . Accurate record-keeping and effective communication with patients is important and will be ensured through the completion of this activity.
Member Activity 2	Implement a texting/communication reminder system based on the updated patient database.
Work Plan	This member activity will involve implementing a texting/communication reminder system that utilizes the updated patient database to determine which vaccine each patient needs and effectively reach those patients. This member will review X Number of Patient Texting/Reminder Systems by X Date . This will help to improve the efficiency of the vaccine reminder system and increase patient engagement. The member should also do a brief presentation for organizational leadership to present the options for patient reminder systems going over cost, savings, effectiveness and other logistics.
Measurable Goal	The texting/communication reminder system should be successfully implemented and in use by X date .

Project #2

Please provide a summary of proposed project #2. Include a detailed work plan with at least 2-3 goals and at least 2-4 measurable activities under each goal.

Note: This is an example and the minimum. Please elaborate with the level of detail you see fit.

Objective of the Assignment	Launch and organize the Immunize Colorado Youth Vaccine Advisor Program
Member Activity 1	Create a comprehensive plan for the launch and implementation of the youth vaccine advisor program.
Work Plan	This member activity will involve creating a detailed and well-structured plan for the implementation of the youth vaccine advisor program. This plan should outline all the necessary steps, resources, and stakeholders involved in the launch of the program, as well as any potential risks or challenges that need to be considered.
Measurable Goal	A comprehensive plan for the launch of the youth vaccine advisor program should be completed with X goals and X activities under each goal by X date .
Member Activity 2	Develop and implement a recruitment strategy for the youth vaccine advisors.
Work Plan	This member activity will involve developing a strategy to recruit youth vaccine advisors. This may involve reaching out to schools, youth organizations, and other community groups to identify potential advisors, as well as promoting the program through social media and other communication channels. The member will also be responsible for implementing this recruitment strategy.
Measurable Goal	X number of youth vaccine advisors should be recruited and trained by X date .
Member Activity 3	Organize and lead trainings for the youth vaccine advisors to equip them with the knowledge and skills needed to effectively educate others about vaccines.
Work Plan	This member activity will involve organizing and delivering trainings to the youth vaccine advisors to ensure that they have the knowledge and skills needed to effectively educate others about vaccines. These trainings may include information about vaccine safety and efficacy, effective communication strategies, and cultural competency when working with diverse communities.
Measurable Goal	X number of youth vaccine advisors should be trained and equipped with the necessary knowledge and skills by X date .

Section 1: Host Site Applicant Information

Describe the plan for daily supervision for the Colorado Immunity Corps VISTA member.

Include the following:

- Name of Supervisor(s), contact information, etc.
- Provide on-site orientation at the beginning of service in-person.
- Provide a minimum of 5-hours per week of dedicated daily supervision, including planning for periods of time when you may be on vacation or sabbatical.
- Approve paperwork including timesheets, monthly member checklists, reporting information, etc.
- Ensure member is focused on capacity-building services, and not direct service.

Section 2: Project Description & Information

Please provide a summary of proposed project #1. Include a detailed work plan with at least 3 goals and at least 4 measurable activities under each goal.

Project #1

Please provide a summary of proposed project #2. Include a detailed work plan with at least 3 goals and at least 4 measurable activities under each goal.

Project #2