

VISTA Assignment Description (VAD)

Title: VISTA Member HCN Development Associate

Sponsoring Organization: Wisconsin Association of Free & Charitable Clinics, Inc

Project Name: Wisconsin Association of Free & Charitable Clinics, Inc II

Project Number: 19VSNWI007

Project Period: 09/29/2019 - 02/26/2022

Site Name: Health Care Network

Focus Area(s)

Primary: Healthy Futures

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: Health Care Network is the only free clinic in Racine County. In operation since 1987, the clinic is vital to offering support to the uninsured and underinsured residents of WI. The VISTA Member's charge is: 1. Review and update clinic and volunteer policy manuals 2. Create community awareness of HCN 3. Identify and develop potential strategic partnerships, potential funding opportunities and sources. 4. Collaborate with program director with managing student volunteers within the clinic. 5. Implement WAFCC Standards of Excellence Increasing organizational capacity to meet the expanding need for healthcare services in the community. With the help of a VISTA residents of Racine can get affordable healthcare which keeps people out of poverty.

Objective of the Assignment

Manage HCN's Social Media to promote its services and opportunities to the community. This project will span from 1/16/22-1/15/23.

Member Activity (10/01/2019 - 09/30/2020): Member Activities: 1. Create Facebook, Instagram and LinkedIn posts a minimum of once per week. 2. Collect and present stories of positive events that happen at HCN. 3. Build following on all social media platforms. 4. Create SOW for future VISTA to follow and take over.

Objective of the Assignment

Engage in fund development and volunteer management.

Member Activity (10/01/2019 - 09/30/2020): Member Activities: 1. Research and identify grant and other funding opportunities. 2. Engage in planning for special events. 3. Complete funding applications and reports. 4. Develop plan to engage with interested volunteers to schedule tours and beginning volunteer dates, especially for student volunteers. 5. Develop procedure manual for future VISTA to review, enhance and advance.

Objective of the Assignment

Engage with clinic volunteers and staff for technology services to further the services the clinic can offer.

Member Activity (10/01/2019 - 09/30/2020): Member Activities:1.Become acquainted with Curve Electronic Dental Health Record and collaborate in the full implementation for the dental program.2.Engage with staff in resolving simple technology issues, including issues related to how to use Outlook and other Microsoft programs. 3. Engage in preparation for implementation of electronic health records.4.Develop sustainability plan for future VISTA members.

Objective of the Assignment

Collaborate in scheduling and coordination Covid-19 vaccine clinics across the community.

Member Activity (10/01/2019 - 09/30/2020): Member Activities:1.Act as the point person for scheduling and coordinating community pop up Covid-19 vaccine clinics.2.Make community connections and reach out to them to market vaccine clinics.3.Build development of marketing materials for vaccine clinics.4.Engage in canvassing the community with flyers to market upcoming clinics.5.Develop continuation plan for future VISTA members to carry out project.

Objective of the Assignment

Develop marketing materials engage more stakeholders, partners and patients.

Member Activity (10/01/2019 - 09/30/2020): Member Activities:1.Update existing marketing materials.2.Keep up HCN's marketing table board for presentations3.Create new marketing pieces as needed.4.Create marketing plan/guide for future VISTA members to follow.

Objective of the Assignment

Implement Wisconsin Association of Free and Charitable Clinics' Dental Standards of Excellence.

Member Activity (10/01/2019 - 09/30/2020): Member Activities:1.Collabaorate with the dental team and clinic manager to complete Dental Standards of Excellence.2.Engage with with clinic manager to update Dental policies and procedures as dictated by the Dental Standards of Excellence.3.Engage in staff trainings as needed. 4.Develop mechanism for future VISTA Members to keep all standards up to date.