

# VISTA Assignment Description (VAD)

**Title:** Hope Clinic Medical VISTA

**Sponsoring Organization:** WISCONSIN ASSOCIATION OF FREE AND CHARITABLE CLINICS, INC.

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

**Project Number:** 22VSEWI001

**Project Period:** 01/02/2022 - 12/31/2022

**Site Name:** Hope Clinic and Care Center

## Focus Area(s)

**Primary:** Healthy Futures

**Secondary:**

## VISTA Assignment Objectives and Member Activities

**Goal of the Overall VISTA Project:** Through the VISTAs service patients can be seen at no cost which can keep patients out of poverty by not receiving unaffordable medical bills. VISTA Member activities will increase access to healthcare to the low income and uninsured population by providing efficiencies and the groundwork of integral components to ensure sustainability of funding, volunteer staffing and the delivery of high-quality healthcare to the most vulnerable populations. The VISTA will help update the Policy and Procedure Manual in a more readable format online and will create an automated receipt process. The VISTA will continue help maintain and update the fundraising process and database. The VISTA will help track and champion quality measures for the Clinic.

### Objective of the Assignment

Implement/Update policies, procedures, and best practices which maximize access to healthcare and improve overall quality of care.

**Member Activity (01/02/2022 - 12/31/2022):** Member Activity: Engage in Audit Gold Seal Processes.

Member Activity: Update the policies and procedures to a better format. Member Activity: Vista will collaborate with the Leadership team to update the appropriate policies as directed by the Leadership team. Member Activity: Vista will engage in creation and implement a new format for the Policy and Procedure manual. Member Activity: Document process for future VISTA Member to use and continue project.

### Objective of the Assignment

Engage in review of Community Health Needs Assessment and other community reporting tools to strengthen and/or expand Clinic programs.

**Member Activity (01/02/2022 - 12/31/2022):** Member Activity: Review all relevant Community Health Needs Assessments (CHNA). Member Activity: Identify Clinic's strengths and opportunities in relation to CHNAs. Member Activity: Create concrete steps to strengthen and expand Clinic's programs in relations CHNA opportunities and TRI County. Member Activity: Implement the steps and Monitor implementation plan and revise as necessary. Member Activity: Create process for plan review and revision for team and future VISTA Member.

### **Objective of the Assignment**

Engage in Clinic Marketing and Outreach.

**Member Activity (01/02/2022 - 12/31/2022):** Member Activity: Participate on the Clinic Marketing Committee. Member Activity: Collaborate with the Marketing Committee to maintain the website and to develop and manage an expanded social media presence. Member Activity: As a member of the Marketing Committee, participate in outreach by: tracking contacts, managing information sent to contacts and identifying potential areas for additional outreach. Member Activity: Engage with Fund Development searching for additional grant opportunities. Member Activity: Participate with Fund Development with fundraising projects as needed. Member Activity: . VISTA will develop a continuation plan/guide for future VISTA members to carry out project.

### **Objective of the Assignment**

Implementing and monitoring automatic fundraising response options.

**Member Activity (01/02/2022 - 12/31/2022):** Member Activity: Review process for receipts. Member Activity: Look for options to automating. Member Activity: Review options with Executive Director. Member Activity: Implement agreed upon option and develop resource manual for future VISTA Members to follow.

### **Objective of the Assignment**

Identify and develop potential strategic partnerships, potential funding opportunities and sources.

**Member Activity (01/02/2022 - 12/31/2022):** Member Activity: Develop donation discount partnership program whereby donors receive discounts on goods and services through a donation to the organization. Member Activity: When possible, attend community events or friend-raising opportunities by targeting younger donor base. Member Activity: Regularly provide Facebook posts to connect with community partners and assist with fundraising events. Member Activity: Develop a sustainability plan for future VISTA members.