



Job Descriptions for 2017 VISTA Members

Community Engagement and Asthma Coalition Coordinator

Goal of the Project: To improve the quality of life and health outcomes for people with asthma, whether they are in a home, school, or workplace environment. The AAFA-STL/Southwestern Illinois Asthma Coalition (SWIAC) VISTA project will work to ensure there is a diverse representation of all community stakeholders within the local community, and coordinates community engagement activities which promote comprehensive asthma programs to the vulnerable populations who are in need of those services.

Objectives and Activities of the Assignment

- Work to create processes and basic infrastructure to ensure the coalition is meeting the needs of the member organizations and the broader community. This work will further ensure long-term success of the coalition, so that its volunteers are able to maintain and grow this worthwhile coalition in future years.
 - Create and implement a communication plan that will provide timely and applicable updates to various stakeholders (e.g., eBlasts, eNewsletters, printed flyers, printed newsletters, etc.), to include but not exclusive to: coalition members, community supporters/leaders, local and state government, funders, prospective members.
 - Research, coordinate and create processes around online presence of the coalition (e.g., website, social media, etc.)
 - Create templates, as needed, to streamline the planning and follow-through of coalition meetings and community activities.
- Increase capacity of the asthma coalition in the first year, to build program awareness and improve coordination between various stakeholders within St. Clair and Madison counties.
 - Member Activities:
 - Research of asthma coalition and perform a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) as it relates to the asthma coalition and its role within the community.
 - Plan for partnership building
 - create a database of potential members (community stakeholders) for targeted outreach
 - develop partnerships with local organizations and community leaders to share the mission and strategies of the asthma coalition (as part of a larger movement) within the community.



Community Engagement Coordinator – School Nurse RESCUE Program

Goal of the Project: The primary goal is to strengthen partnerships within the St. Clair and Madison County schools, resulting in increased enrollment of 25 schools within year 1.

Objectives and Activities of the Assignment

- Perform community outreach/engagement activities to improve the overall understanding of the School Nurse RESCUE program and increase enrollment.
 - Research and provide recommendations on new and/or improved ways to share program results/outcomes with the health systems, school administrators and other key partners throughout the region.
 - Research, create and implement an outreach strategy focused on community organizations, schools and community leaders. Such as scheduling meetings with community partners, and other recommendations that may prove unique or specific to this region.
- Work with the existing AAFA-STL staff to increase the number of schools who submit their year-end results, through the school nurse logs.
 - Solicit feedback, through various research methodologies, to identify best practices and recommend new approaches which will result in more school nurses submitting their end of year reports to AAFA-STL.
 - Research cost effective approaches to improve communication with school nurses enrolled in RESCUE.



Qualifications and Competencies for VISTA role

- Some college experience preferred
- 1-3 years of work experience
- Strong attention to detail, coordination, and planning
- Must have own car or access to reliable transportation
- An interest or experience in
 - the management of pediatric asthma
 - the mission of AAFA-STL
 - working with underserved, low-literacy, and low-income populations
 - understanding of the cultures, ethnicities and diversity in the community being served
 - networking, relationship building and other interpersonal skills
- Excellent verbal and written communication skills
- Well-developed interpersonal skills
- A supportive, professional manner that makes it easy to connect with a variety of community partners
- Ability to work both independently and as part of a team
- Maintain confidentiality and comply with Health Insurance Portability and Accountability Act (HIPAA)
- Strong time management skills, with ability to be responsible and take initiative without constant supervision
- Ability to establish and maintain positive and effective work relationships with coworkers, clients, members, providers and customers
- Proficient in Microsoft Office Suite and database software is preferred
- A strong desire to serve community over self and have a passion for the mission
- Make a year-long, full-time commitment to serve this project
- The ability to intentionally live within a modest living allowance

Personal Competencies

- Collaborative – A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious – Has an interest in continuous learning and improvement, is a systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Driven – A self-starter who is results oriented, resourceful and is passionate for AAFA-STL's mission.
- Methodical – Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation. Naturally uses proactive approach in anticipating a need before it arises.
- Reliable – Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted – Ability to work with clients, partners, and staff of diverse backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.