

AmeriCorps VISTA- Program Development Assistant

La Plata County Collaborative Management Program (20 hrs/week)

The La Plata County Collaborative Management Program (CMP) is a collaborative of youth-serving agencies who work together to identify gaps in the community and then create innovative, collaborative responses to better address the needs of at-risk youth in La Plata County. Specific projects under development include Host Homes and Auxiliary Services for Unaccompanied Homeless Youth, Radical Possibilities Therapeutic Mentorship, and Juvenile Justice Staffing Models.

Major Responsibilities: The VISTA Program Development Assistant works with the guidance of the CMP Coordinator to:

- Identify service gaps for at-risk youth in La Plata County by researching available data and participating in needs assessments with participating agencies.
- Research evidence-based and evidence-informed practices to help identify programming to address service gaps. Research may also include surveys and interviews with various target populations.
- Create presentations of evidence-based and evidence-informed practices in order to vet ideas with collaborative members and the community-at-large.
- Actively participate in all CMP-related meetings and create related program documentation, to include:
 - Record decisions made in meetings pertinent to developing program documentation
 - Policies and procedures
 - Forms and templates
 - Curriculum documentation
 - Program overviews and descriptions
 - Strategic plans
 - Narratives for grant requests
 - Marketing communications
- Support evaluation processes for program pilots.

Behavioral Health, Durango School District 9R (20hrs/week)

The Coordinator of Behavioral Health Support Services plans, develops, coordinates, directs, implements and evaluates the activities and service delivery of behavioral health student support programs within the school district. Behavioral Health Support Services encompasses mental health and substance abuse prevention and treatment programs, as well as student safety, crisis prevention, intervention, and after care. The job of the Coordinator of Behavior Health Support Services was established for the purpose/s of effecting positive behavioral change in students; providing supportive interventions to families and/or students; and complying with Federal, State, county and District policies, regulations and/or procedures.

Major Responsibilities: The Program Development Assistant VISTA works with the guidance of the Coordinator of Behavioral Support Services to:

- Identify service gaps for Durango School District 9-R students with mental health needs by monitoring available data and participating in needs assessments with the Coordinator and school based teams.

- Research evidence-based and evidence-informed practices to help identify programming to address service gaps. Research may also include surveys and interviews with various target populations.
- Create presentations of evidence-based and evidence-informed practices in order to vet ideas with Coordinator and site based school teams.
- Actively participate in all student services related meetings and create related program documentation, to include:
 - Record decisions made in meetings pertinent to developing program documentation
 - Policies and procedures
 - Forms and templates
 - Curriculum documentation
 - Program overviews and descriptions
 - Strategic plans
 - Narratives for grant requests
 - Marketing communications
- Support evaluation processes for grant programs.

Supervision: The Program Development Assistant will be based at Durango School District 9R office in Durango, CO. The supervisor for this position is Sean Evans, Coordinator of Behavioral Health Support Services.

Time Commitment: This is a full-time position requiring approximately 40 hours/week. This position requires flexible hours, and may include occasional evening and weekend commitments.

Program Benefits: Choice of Education Award (\$5,815) or End of Service Stipend (\$1,500) upon successful completion of service, Health Coverage, Living Allowance (\$990/month), Professional Development/Training, housing assistance (\$100/month to your landlord)

Service Term: July 2017 – July 2018

Location: This position is based at Durango School District 9R, Durango, CO 81301.

AmeriCorps VISTA: This position will be filled by an AmeriCorps*VISTA member. To qualify for AmeriCorps*VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member. For more information, please visit: http://www.americorps.gov/for_individuals/choose/vista.asp

Application Requirements: Please submit a resume and cover letter. Interviews will take place in April/May. Submitting an application early in the timeframe will be advantageous.

To apply, please visit: <https://my.americorps.gov/mp/listing/search.do?&criteria.programState=CO> and find the “Program Development Assistant” position listing and complete a full application through AmeriCorps VISTA. Please contact Hannah Hostak hostak@crcamerica.org if you have any questions on how to apply.

Community Resource Center: This AmeriCorps VISTA position is managed through the **Rural Capacity Building VISTA Project** of the Community Resource Center (CRC). CRC provides this resource to its

partners in rural communities, and manages the recruitment, orientation, and reporting required for VISTA members. La Plata Youth Services and Durango School District 9R serve as a sub-site of the Project, and will provide project and on-site supervision of the Program Development Assistant VISTA.

For More Information

La Plata Youth Services: www.lpys.org

Durango School District 9-R: www.durangoschools.org

Community Resource Center: www.crcamerica.org