

VISTA Assignment Description (VAD)

Title: Volunteer and Grant Expansion VISTA

Sponsoring Organization: HEALING ACTION NETWORK, INC.

Project Name: Healing Action VISTA Intermediary Project

Project Number: 21VSEMO004

Project Period: 08/27/2023 - 08/24/2024

Site Name: Healing Action Network, INC

Focus Area(s)

Primary: Healthy Futures

Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: The VISTA will assist survivors of human trafficking in the St. Louis region by building HAN capacity. The VISTA will do this by researching, identifying and writing new grants for HAN. They will also assist organizational staff with data collection, grant reporting, and evaluation of program databases. They will also expand the Volunteer Service Link Program through assisting with the writing of foundational policies, the recruitment of new volunteers and subsites, and by facilitating the orientation of those new entities.

Objective of the Assignment

Improve HAN data collection, organization, and analysis processes.

Member Activity (06/03/2024 - 07/03/2024): Becoming familiar with program evaluation tools (self-report inventories, individual recovery plans, and the Outcomes for Human Trafficking Survivors tool, etc.)

Member Activity (07/03/2024 - 08/24/2024): Utilizing HAN's data solutions programs to assess, build, track performance measures and data changes for all three primary programs (CATE, Direct Services, VSL)

Member Activity (07/03/2024 - 08/24/2024): Work with the in-direct and direct service teams to collect evaluations and data for reporting

Member Activity (07/03/2024 - 08/24/2024): Work with the Quality Assurance Director to build out and improve client and in-direct program databases to meet the needs of current and new programs

Member Activity (08/03/2024 - 08/24/2024): Work with leadership and program staff to create and implement reports as required by existing and new funding sources

Objective of the Assignment

Improve Healing Action Network's Volunteer Service Link Program

Member Activity (06/03/2024 - 08/03/2024): Research HAN existing volunteer programs for familiarity and possible changes

Member Activity (08/03/2024 - 08/24/2024): Work with HAN staff to build out VSL department and subsite policies and procedures

Member Activity (08/03/2024 - 08/24/2024): Work with VSL director in building and implementing VSL onboarding and training including facilitating volunteer orientation and scheduling

Member Activity (08/24/2024 - 08/24/2024): Attend volunteer fairs at local organizations to promote opportunities

Objective of the Assignment

Systematically research, identify and craft new grant applications to meet organizational needs and facilitate advancement.

Member Activity (07/15/2024 - 08/24/2024): Research grants on Grant Seeker and other sources to find grants to meet organizational needs.

Member Activity (07/15/2024 - 08/24/2024): Identify new grants to apply to that meet organizational needs.

Member Activity (07/15/2024 - 08/24/2024): Write grant applications with the support of the Advancement Director to advance the mission of the organization.