



FIRST 5 SERVICE CORPS

A California VISTA Program

Position Title	Resource Development VISTA
Reports To	Site Coordinator
Placement County	Orange
Host Site Agency	HABLA

Project Overview

Started in 2001, The California First 5 Service Corps Program is sponsored by the Corporation for National and Community Service (CNCS) and local First 5 Commissions (responsible for administering Prop 10/Tobacco Tax dollars). The First 5 program has 150 AmeriCorps and 57 VISTA (Volunteers In Service To America) members placed throughout California. The VISTA positions with this project will help to eliminate poverty in our communities through the development of resources and outreaching these resources to the identified low-income, at-risk communities. These resources will focus on supporting families with children under the age of 5 years helping them reach school healthy, developmentally ready to learn and better prepared to succeed in life.

HOST SITE OVERVIEW

The Children and Families Commission will be partnering with HABLA (Home-based Activities Building Language Acquisition), which is a project of UC Irvine that is working in collaboration with the Santa Ana Unified School System and AmeriCorps; it offers home visits to parents and children to increase the school readiness of economically and educationally disadvantaged Latino children who are two- to four-year olds, most commonly those living in Santa Ana. HABLA's staff includes over 30 home visitors (including 16 AmeriCorps members) each of whom offers a 23 week course of home visitation to provide literacy and language coaching of the parents and educational books and toys to help the parents realize their roles as their children's first and most important teachers. Home visitors serve between 2 and 16 families per year and children and parents participate in the program for 46 home visits spread over two years.

Major Areas of Responsibilities and Tasks

The overall goal of this VISTA position is to help HABLA with infrastructure development to becoming their own 501(c)3 nonprofit organization and sustainability. Responsibilities include:

Resource Development (10%):

- Research, prepare and submit funding applications.

Increasing Access and Efficiency (70%):

- Develop a business plan proposal that outlines changes to current operating procedures for HABLA program once non-profit status is implemented, how the transition to an HABLA non-profit status can be made in the face of continued services provided to families, and how the funding application process will change and the potential impact on the likelihood of receiving grants.
- Assess the benefits of moving towards a non-profit status and determine potential challenges.
- Determine precise procedures and requirements for initial application process.
- Summarize and clarify current HABLA practices.
- Conduct Home-visitation sessions with two families to understand challenges, barriers, and best

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practices.

- Assistance in general program function and coordination with site coordinators and Home-Visitors.
- Work with Site Coordinator to develop a more efficient means of tracking families into the future so that outcome assessment will include as representative a cohort as possible.

Professional Development and Training (15%):

- Attend program workshops to build skills and knowledge base on nonprofit careers.
- Attend VISTA Team Meetings to increase collaboration and resource sharing.
- Participate in 2 National Day of Service Events with the First 5 VISTA program to educate the community about opportunities available through VISTA.

VISTA Project Reporting (5%):

- Complete regular reports on project accomplishments to VISTA program administrator and funders.

Knowledge, Skills and Experience Qualifications

- Be at least 18 years of age.
- Must be U.S. citizen, national, or legal permanent resident alien of the United States.
- Must have a valid Driver's License, automobile insurance and reliable means of transportation.
- Excellent writing and organizational skills.
- Excellent computer skills on MS Office.
- Experience working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Experience working in the private sector and/or Business Management courses highly preferred.
- Spanish/English Bilingual Skills highly preferred.

REQUIRED CLEARANCES:

Applicant's placement is contingent upon successful completion of state and federal background investigation including livescan fingerprinting, and official approval by the Corporation for National and Community Services after submission of enrollment paperwork. Relocating applicants will be expected to complete fingerprinting within 1 week of reporting to their host site and may be released at the cost of the member.

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Ability to:

- Serve full-time for a minimum of one year without any outside commitments such as school or employment. **Term begins August 15, 2008 and ends August 14, 2009.**
- Attend an all-expense paid Pre-Service Orientation (PSO) session August 11-14, 2008.
- Attend an all-expense paid In-Service Training (IST) session 3-4 months into your service.

Work Environment/Physical Requirements:

- Primarily an office job.
- Physical requirements include standing, sitting, typing, bending and lifting up to approximately 30 lbs.
- Occasional driving and/or flying to meetings, trainings, and community events.

REASONABLE ACCOMMODATION:

Persons with mental or physical disabilities or impairments desiring reasonable accommodation to perform essential duties should contact the recruiter, Erica Beggan at (714)704-8205.

Benefits:

- Living Allowance of \$949 gross per month
- Housing Stipend of up to \$850 per month
- Choice between Educational Award of \$4725 or cash stipend of \$1200 upon successful completion of service term
- Current Student Loan Deferment
- Health Insurance for Individual
- Childcare Reimbursement of \$400 per month, if income eligible
- Mileage Reimbursement
- Relocation Reimbursement of up to \$550, if moving over 50 miles for project
- Professional and Leadership Development Trainings

