



Veterans and Military Families Corps (VetCorps)

Position Description

VetCorps Prevention Coordinator - VISTA – Las Vegas, Nevada PACT Coalition for Safe & Drug Free Communities (PACT)

GENERAL CRITERIA

* **Position Title:** VetCorps Prevention Coordinator -VISTA – Las Vegas, Nevada

PURPOSE AND SCOPE:

VetCorps project is being conducted by the Community Anti-Drug Coalitions of America (CADCA) in partnership with the National Guard Bureau's Prevention, Treatment and Outreach (PTO) Program with funding assistance from the Corporation for National Community Service (CNCS). CADCA will recruit VISTA members, particularly veterans, including inactive National Guard and Reserve members. Each member will be placed in one of CADCA's Community Coalitions located throughout the country to provide support to veterans and military families (VMF). The VetCorps Prevention Coordinator – VISTA (VPC) will focus on enhancing coalition's capacity to address veterans' issues, specifically, substance abuse and mental health issues, within their respective communities. The overall goal of the VetCorps project is to build the capacity of the community to support veterans and military families (VMF).

This is a full-time (32-40 hours/week) year-long (365 days) position (with the option to extend) as a member of the VetCorps project serving with PACT. The VPC's service year will begin on or about May 2012 and conclude on or about May 2013.

REPORTS TO:

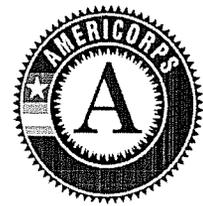
The VetCorps Prevention Coordinator - VISTA will report to the coalition Host Site Supervisor.

BENEFITS:

The full-time VetCorps Prevention Coordinator receives a monthly living allowance stipend of \$1,016 per month (stipend is subject to federal withholding). Upon successful full-time completion of VetCorps service, an education award will be granted of up to the maximum \$5,500 or equivalent to the maximum value of the Pell Grant for the award year in which the term of service is funded. Other benefits include student loan forbearance, health insurance and child care payments (if applicable), eligibility for non-competitive status for federal service, professional training, valuable networking opportunities, the chance to work with a dedicated team of VetCorps members and staff and to make a real difference in communities throughout the United States.

DUTIES:

- Develop a written work plan and implementation timeline for your location.
- Promote substance abuse prevention services using marketing, networking and outreach strategies.
- Establish liaison and coordination with the local National Guard Unit(s) to assist in integrating the preventive education and training efforts into the overall training program.
- Maintain liaison with civic organizations, civilian agencies and military organizations to integrate the



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- efforts of all community preventive education resources.
- Seek donations of goods, services and funds to support veterans and military families (VMFs) and the local VetCorps project.
- Address individual and community-level VMF risk levels and work toward reducing the risk factors.
- Assist community coalitions with carrying out the implementation plan to serve VMFs.
- Collaborate with community coalition and coordinate all matters pertaining to substance abuse prevention and education for VMFs.
- Evaluate progress made in achieving the program's goals; report on progress through various types of reports as required.
- Enter data into Counterdrug Management Information System (CMIS).
- Maintain performance measurement logs and other reports.
- Recruit volunteers to VetCorps. Outreach methods may include: presentations to faith, business, and/or community groups; staffing information booths at community events and utilizing the media.
- Serve as a public ambassador for VetCorps and The Host Site.
- Participate in VPC and VetCorps training, service projects and other activities.
- Work under the direction of and maintain regular communication with the Host Site Supervisor.
- VPC may be assigned other project related volunteer program duties during the course of service by the Host Site Supervisor.

SELECTION PROCESS:

VetCorps Prevention Coordinator - VISTA applicants must submit a written application to **my.americorps.gov**. CADCA and coalition staff will review the application. The applicant will be invited to interview with the staff if appropriate. Two reference checks and a complete criminal background investigation will be done prior to start date.

SKILLS AND ATTITUDES:

- Skilled at taking initiative, problem solving and working independently so as to develop a work plan and implement the substance abuse prevention and referral program.
- Basic interest in substance abuse prevention, treatment and outreach a plus.
- Skilled at building interpersonal relationships and ability to work effectively as part of a team with The Host Site.
- Strong verbal skills; ability to communicate effectively with military members and their families, coalition staff and community groups.
- Good written and oral communication so as to develop program materials and reports.
- Commitment to the concept of national service and to making a difference in the local community.
- Computer literate so as to produce program materials and track member hours.



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- Ability to participate in trainings and have access to transportation to and from The Host Site, events, and activities.
- Able to respond to organizational change productively and maintain a positive attitude.
- Knowledge of military culture desirable.
- Veterans are strongly encouraged to apply.

ORIENTATION AND TRAINING:

CADCA and the National Guard provide approximately seven days of training in program development, volunteer management, marketing, communication and leadership. Additional trainings will be conducted monthly for the duration of the service year and are also available through VetCorps and The Host Site. Coalitions will provide orientation to the VPC's local placement site.

SUPERVISION AND EVALUATION:

The Host Site Supervisor provides day-to-day supervision of VetCorps members. The Host Site Supervisor will evaluate performance in accordance with The Host Site's policies.

HOURS:

Full-time VetCorps members are required to serve approximately 32-40 hours each week. At PACT, the office hours may vary depending on program needs. The VPC should anticipate occasional weekend and evening hours.

LOCATION:

The VPC's office will be located at 3909 South Maryland Pkwy, Suite 200, Las Vegas, Nevada 89119.

Security Background Check: Applicants must undergo a criminal history check. The ability of an applicant to participate in VetCorps is contingent upon the results of the National Sex Offender Registry check, State criminal history check and a FBI fingerprint check. Applicants must provide a complete set of readable fingerprints and sign a statement indicating whether they have ever been convicted of a crime. If previously convicted of a crime, a written statement must describe the crime and particulars of the conviction. Applicants may request a record check for the volunteer position sought. In addition, applicants have the right to obtain a copy of any background report and to challenge the accuracy and completeness of the information with the agency providing the information before final eligibility is determined.

Other Requirements: To serve as a VPC, applicants must be at least 18 years of age, have a high school diploma or a GED and be a U.S. citizen or permanent resident alien. Documentation of age, education and legal status are due by start date.



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I have read the above VetCorps Prevention Coordinator - VISTA description and understand my responsibilities.

Applicant Signature: _____ Date: _____

Print Name: _____

Coalition Name: _____ Date: _____

Host Site Supervisor Signature: _____

Print Name: _____

Sponsor Agency: CADCA Date: _____

VetCorps Project Manager Signature: _____

Print Name: _____