

VISTA Assignment Description

Title: Continuous Improvement Coordinator (CI Coordinator) VISTA
Sponsoring Organization: Achieve Brown County Project Name: Achieve Brown County Project Number: 19VS209791 Project Period: 07/2019 – 07/2020
Site Name (if applicable):
Focus Area(s) Primary: Education, Health Futures Secondary: Workforce Development

VISTA Assignment Objectives and Member Activities

Goal of the Project:

Achieve Brown County is a community-wide partnership focused on ensuring all kids (ages 0 – 26 years old) in Brown County get the support they need to grow up and achieve success in a job with a living wage. Our work is grounded in the use of data to identify and improve the systems in our county that will help children in low income families learn and be prepared for higher income jobs in the future. This VISTA project's goal is to build organizational and administrative capacity for the community resulting in sustainable systems change.

Objective of the Assignment (months 0 – 2):

On-boarding to the work of Achieve Brown County and the specific Action Team Assigned.

Member Activity: Member Activities: •Review the existing work of the ABC CI Team including relevant Action Teams. Identify community stakeholders who are primary contributors to the Action Team's outcome and related system(s) •Build and manage key community relationships connected to Action Team stakeholders to ensure community alignment to the Action Team outcome. Other duties as assigned.

Objective of the Assignment (month 3):

Update and create Project Plans to improve communication and drive results of the Action Teams

Member Activity: Coordinates knowledge of organization's processes within the Action Team directly related to screening, assessment and/or intervention for the applicable community outcome • Identifies and resolves barriers that create inefficiencies in the system • Creates operations manuals and communications toolkits that establish cross-site processes and procedures as assigned. Schedules and facilitates Action Team Meetings

Objective of the Assignment (months 4-12):

Works collaboratively with Action Team to develop and integrate a standardized performance improvement model to facilitate change within Brown County.

Member Activity: •Influences and develops integration of standard work and processes within Brown County • Facilitate and/or implements change in organizations and collaborates with other process owners to influence change across organizations • Utilizes existing recommendations to establish and align the 3 D's Model (Detect, Determine and Deliver) • Tracks and monitors progress against timelines of various projects and operations-related progress, milestones, timelines, and deliverables using project management tools; proactively manages systems and timelines and provides recommendations for necessary adjustments and/or quality improvements • Collaborates with the data team to incorporate relevant data into the work •Develops, manages and implements operational processes from start to completion for all assigned initiatives and projects

Objective of the Assignment (months 10 – 12):

Developing systems to assess/evaluate the Action Team model to inform future improvements

Member Activity: Collaborates with the data team to evaluate assigned initiatives and reports on project progress, to highlight successes and effective strategies, and address areas in need of improvement • Collects and presents timely organizational/process data to support improvement initiatives •Work with staff, volunteers and partner organizations to organize and leverage project management tools which support an iterative continuous improvement model