

**VISTA Position Description**

Assessment and Partnerships Associate

**Organization:** Saving KidSight

**Organizational Mission:**

KidSight’s Mission is to prevent vision conditions and promote healthy vision in children. At KidSight, our goal is simple: to provide free vision screenings for every child under 6-years-old in Missouri. Our KidSight Mobile Vision Screening program goes out to preschools, daycare centers, Head Start sites, and community events across the state. KidSight’s wraparound service follows up with families of referred children to insure that appropriate treatment is received.

**Location:** Saving Sight Offices, 10560 N Ambassador Dr., Kansas City, MO 64106

**Summary of Position**

The Assessment and Partnerships Associate will build the capacity and infrastructure of KidSight to better serve families living in poverty affected by vision disorders. The VISTA member will research publicly available information to define need and identify high need areas in the Kansas City metro, conduct targeted outreach to secure partnerships with majority low-income child care centers and preschools, leverage partnerships with local health clinics and vision practices to prioritize children who need vision care but do not have adequate insurance coverage, and establish the policies and procedures to help families afford glasses and/or vision correction procedures.

**Primary Responsibilities**

* Research populations least likely to access vision care and define characteristics of those populations for the program to target.
* Examine publically available information to determine how KidSight can accurately define demographic information of the children we serve. Use this information to create a strategy for targeting those children/screening sites most in need of vision care services.
* Research effective health screening programs that result in verifiable positive results. Use this information to improve the program structure.
* Develop partnerships with eye doctor practices, nonprofit organizations, and Lions Clubs around free and reduced vision care.
* Develop standard operating procedures for the enhanced follow-up program.
* Develop the evaluation strategies for the enhanced follow-up program.

**Preferred Qualifications**

KidSight is looking for individuals who excel at working independently, who are able to adjust to changes quickly and with grace, who have a positive stakeholder orientation, and who can sustain attention to detail.

Specific qualifications include:

* Excellent interpersonal, written, verbal, and phone communication skills required.
* Experience performing research and evaluation required.
* Strong organizational skills, problem-solving abilities and attention to detail.
* Ability to quickly learn new technologies, software, and applications; including Microsoft operating systems, Microsoft office, general database and web-based applications.
* Bachelor’s degree or equivalent combination of education and experience is important. Public Health, Social Work, Public Administration, Early Education, or optometry experience a plus.
* Able to work a flexible schedule. Some weekends and evenings required.
* Employee will be required to travel and arrange own transportation. (Drivers must have valid driver’s license, personal vehicle, and acceptable driving record as determined by the organization.)

**Contact:**  For more information about this position, please contact:

Katherine Patterson-Paronto, Executive Director

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