

## **2025 Oregon Maternal, Child and Adolescent Health Needs Assessment Advisory Group**

### **Project & Position Description: Family and Youth Representatives**

*You can get this document in other languages, large print, braille, or a format you prefer free of charge. Contact Allison Potter at [Allison.k.potter@oha.oregon.gov](mailto:Allison.k.potter@oha.oregon.gov) or 971-421-7567 (voice/text) by October 11, 2023. We accept all relay calls. Every effort will be made to fulfill requests for alternative format received after October 11, however submitting your request as early as possible is greatly appreciated.*

Oregon's Maternal, Child, and Adolescent Health (MCAH) Program seeks 4 – 6 family and youth representatives from diverse communities to serve on a key state advisory group. The family/youth representative is a paid position. Families and youth know first-hand what our communities and health systems need. They provide unique and valuable perspectives to the planning process and can speak directly to urgent community concerns. The purpose of the group is to assist with Oregon's federally required Needs Assessment.

#### **Project Purpose and Background:**

Title V is a federal grant that provides states and territories with funds to improve the health of families, children, and adolescents (including those with special health needs.) The federal government requires states to do a thorough Needs Assessment every five years.

From November 2023 until February 2025, the Advisory Group will advise the Oregon Health Authority (OHA) about how best to assess the needs of Oregon communities. This work will help Oregon leaders understand where to focus efforts and resources for the rest of this decade. OHA is working with researchers from Oregon State University to conduct the Needs Assessment.

The Advisory Group will:

- Help guide the selection of questions, values, and principles that direct the needs assessment.
- Advise on how and when to engage with communities.
- Advise on how to gather information and interpret the data we collect.
- Identify how Oregon will choose the final MCAH Title V priorities for 2026-2030.

The Advisory Group will include 20-25 people chosen from these groups:

- Parent/family representatives
- Youth representatives (ages 15-19)
- Representatives from organizations that receive Title V funds in Oregon, including local public health and tribes
- OHA staff
- Oregon State University (OSU) researchers

- Oregon Center for Children and Youth with Special Health Needs (OCCYSHN) staff

### **Time Commitment:**

Family and youth representatives will commit to approximately 4 hours monthly from November 2023 through February 2025 (50-60 hours). Time commitments will vary throughout the project.

### **Meeting Schedule:**

The Advisory Group will meet virtually (e.g., via Zoom or a similar platform). The exact days and times will be determined by group availability.

<b>Time Period</b>	<b>Anticipated Number of Meetings</b>	<b>Estimated Prep Time (outside of meetings)</b>	<b>Total Hours (estimated)</b>
Nov 2023 – Jan 2024	5 meetings, 7.5 hours total	7.5 hours	15 hours
Feb – Sept, 2024	2 meetings, 3 hours total	3 hours	6 hours
Fall 2024	3 meetings, 4.5 hours total	4.5 hours	9 hours
Winter 2025	6 meetings + 1 full day, 17 hours	9 hours	26 hours

Please note the full-day meeting, to be scheduled, planned for February 2025. Please note that there will be frequent meetings to plan the needs assessment this fall, followed by less frequent meetings during the data collection phase and another series of frequent meetings to choose priorities.

### **Job Description/Expectations**

- Participate in MCAH Needs Assessment Planning meetings to:
  - Advise on the best ways to collect and interpret the information we gather about the health needs of women, children, youth, and families in Oregon.
  - Give input on communicating with and engaging families and communities during the Needs Assessment.
  - Work with others to discuss using the needs assessment results to guide state-wide priorities.
  - Help to develop the process for sharing the Needs Assessment findings.
- Between Advisory Group meetings, review materials and attend prep meetings with Title V and OSU staff as needed.
- Participate in one or more meetings to recommend priorities for the 2026-2030 Title V grant period (early 2025).

### **Qualifications:**

Parent, family, and youth representatives who:

- Can represent and share the concerns of the broader community, as well as their own experiences.

- Have training or experience as a family leader, advisory committee member, or community outreach and engagement volunteer.
- Have time and ability to consistently participate in virtual meetings (i.e., have access to a computer with webcam)
- Have time and ability to review materials provided before meetings. (Translation and interpretation can be provided as needed.)
- Can respond promptly to emails or other communications outside of meeting times.

**Benefits:**

**Compensation:** Family and youth representatives will receive a \$120 stipend per Advisory Group meeting. This stipend covers the meeting time and time for additional prep meetings or review of materials related to that meeting.

**Work experience/resume building/references/networking:** Participating in a state-level Advisory Group is a valuable addition to one's resume. Project leaders may provide letters of recommendation or a certificate of participation at the end of the project.

**Coaching:** The MCAH Team will provide whatever help or coaching is needed for family/youth representatives to participate in the Advisory Group fully.

**To Apply:**

1. Complete [the application](https://beav.es/TEV) by October 16, 2023. (<https://beav.es/TEV>, or use the QR Code below.)
2. You will be contacted for a brief phone interview beginning October 18, 2023.
3. You will be notified if you are chosen for the Advisory Group by October 26, 2023.
4. Our first meeting will be held the week of November 13, 2023.

Apply Here:

