

Request for Proposals for **Organizer/School Liaison – Mesa/Delta (Grand Junction area)**

Background and Purpose

The mission of Trailhead Institute (Trailhead) is to advance innovation and collaboration in public and environmental health. For over 26 years, Trailhead has led and collaborated on local and statewide public health initiatives by supporting and creating partnerships with a diverse set of community, university, and public sector partners. Trailhead believes effective partnerships are essential to addressing the needs of communities, and its approach to partnerships is organic and collaborative by nature.

University of Colorado ACCORDS is contracting with one individual to support a National Heart, Lung and Blood Institute funded project that is part of the Disparities Elimination through Coordinated Interventions to Prevent and Control Heart and Lung Disease Risk (DECIPHER) Colorado program. We are seeking one contractor in the Mesa/Delta (Grand Junction) region. This contractor, as an **Organizer/School Liaison**, will work with the Colorado DECIPHER team at the University of Colorado and Children's Hospital to collect essential data and information to plan and make informed decisions on how to deliver an asthma program and to lay groundwork for a successful project. For the 2022-23 school year, the Organizer/School Liaison will work closely with school nurses and their teams in the region to identify students with asthma and complete asthma assessments to identify those at highest risk and learn more about the participating school systems/districts to inform next steps/implementation.

In subsequent years, academic years 2023-2027, **Asthma Navigators** will be necessary to implement the intervention. There is an opportunity for the Organizer/School Liaison to transition into the Asthma Navigator role to serve in the region. The job description of an Asthma Navigator is available upon request.

The aim of the DECIPHER project is broad-scale implementation of an effective school-based asthma program to improve asthma control of children (ages 5 to 12 years) and families with asthma and eliminate disparities for children in communities with fewer resources. Asthma is a leading cause of children's hospitalizations, emergency department visits, and missed school days.

Services Requested:

- Attend onboarding trainings provided by University staff (via Zoom) to learn best practices for collecting data in a consistent and rigorous manner and to understand confidentiality and protection of personal information protocols. Trailhead Institute will also hold a required training to provide protocols and processes for receiving compensation.
- Support and assist school nurses and their teams to identify students with asthma and complete asthma assessments.
- Collect data related to the number of students with asthma at schools and asthma assessments through onsite school visits, Zoom encounters, phone calls and mailings.

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- Standardize and provide data collected to University research staff on a scheduled basis.
- Work with school nurses and their teams to understand school/school district environment and to build a supportive infrastructure for serving students and families with asthma and collecting data/information related to asthma.

Qualifications:

- Basic experience with Microsoft Outlook, Word, Excel and PowerPoint.
- Access to internet, when needed for project duties and communication.
- Must be willing and able to travel independently throughout the assigned region using own method of transportation, as needed.
- Willingness to work evenings depending on scheduled school registration events for each school/school district.
- Bilingual Spanish/English strongly preferred or ability to work with translation and interpretation services.
- Demonstrated commitment to inclusiveness, health equity, and reduction of health disparities.
- Experience (preferred but not required) in working with community-based health programs, clinical and community health service providers.
- Ability to accomplish tasks within established timeframes.
- While we welcome applicants from all educational backgrounds, this contractor position prioritizes lived experience as it aligns with the duties above over educational experience.

Submittal Requirements

Timeline and Contacts:

Applications will be reviewed on a rolling basis until position is filled.

Desired start date: **November 14th, 2022 or as soon as possible**

Please direct inquiries regarding this RFP to hgroves@trailhead.institute

Email electronic submissions to Applications@Trailhead.Institute

Due to office relocation during this timeframe, electronic submissions are preferred. If non-electronic submission is necessary please mail to: Trailhead Institute, ATTN: Sarah Lampe, 1999 Broadway Suite 600 Denver, CO 80202

Please **include the following** information in your application:

1. Letter of interest, including:
 1. Brief description of individual, firm or organization
 2. Areas of expertise and/or living experience
 3. Indicate which geographic region you would be most interested in supporting
 4. Indicate if you are interested in extending your contract into the Asthma Navigator so we know to discuss this with you. This is not a guaranteed contract.
 5. Experience working with community-based organizations, school districts, or public health entities in your community or statewide.
 6. Contact information
 7. Resume
2. Rates and fee structure for the proposed work is \$30/hour, including transportation costs.

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Please submit required materials in any format, as long as all information requested is included. Trailhead reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals, to reject any and all proposals and statements of qualifications, and accepts no responsibility for the cost of proposal preparation.

Contract

ACCORDS (Adult and Child Center for Outcomes Research and Delivery Science) through the University of Colorado School of Medicine is the entity that will be doing the contracting after candidates have been selected.