

FIELD INTERVIEWER DESCRIPTION

TITLE: Bilingual (English/Spanish) Field Interviewer (Contract Position)

LOCATION: Alameda County, CA

COMPENSATION: This is a contract position that is part-time and paid on a per-interview basis. Interviewers will receive \$130 per completed interview. Field interviewers will receive additional stipends for local travel/phone usage, participation in required training and weekly supervision.

START DATE: November 2017

Description: Chapin Hall at the University of Chicago is seeking motivated and detail-oriented bilingual (English/Spanish) individuals to work as field interviewers under contract on an exciting new three-year study aimed at examining innovations in healthcare to prevent and reduce the impact of stress for young children and their families. Field interviewers will conduct research study activities including: family recruitment, ongoing engagement of families in the study, and data collection activities with parents or caregivers of young children receiving primary health care services. This position requires working in Alameda County, CA and surrounding communities. The time commitment is approximately 15-20 hours per week. It is anticipated that field interviewers will complete 3-5 interviews per week, with the possibility this number would increase over time. This is a grant-funded contract position.

Field Interviewers will be compensated on a per interview basis and will earn an additional incentive based on work quality. Time associated with administrative tasks (e.g., scheduling with families, ongoing outreach, travel time to and from interview location, data entry, conducting the interview) is included in the per-interview rate. A monthly stipend for transportation and cell phone usage will be provided. Field interviewers will also receive a monthly stipend to participate in required weekly 1-hour supervision meetings.

Duties Include:

- Creating a weekly family recruitment schedule with pediatric primary health care clinic staff to identify eligible families.
- Engaging/recruiting families in the study by partnering with clinic leads and using the process identified by the clinic and Chapin Hall to inform and consent participants.
- Conducting baseline, 6, and 12-month interviews, maintaining high study retention rates.
- Completing CITI Institutional Review Board (IRB) and Health Insurance Portability and Accountability Act (HIPAA) training.
- Completing and videotaping two family engagement “rehearsals” prior to data collection.
- Maintaining and updating documentation of family engagement (e.g., family contact log, incentive log, family interviews) on a per contact basis.
- Coordinating with other field interviewers at the clinic site about clinic recruitment schedules.
- Maintaining an open and transparent relationship with Chapin Hall and clinic research team by:
 - Providing weekly updates to clinic and Chapin Hall teams regarding recruitment and data collection progress and challenges.
 - Participating in weekly group supervision calls with Chapin Hall that include technical assistance and training (1 hour) and monthly peer supervision (1 hour) to review interview audio files and reflect on best practice.
 - Participating in individual supervision calls with Chapin Hall as needed.
 - Contacting Chapin Hall team for support as needed to address time sensitive issues.
 - Notifying Chapin Hall and clinic staff and follow clinic established protocol should any families need support following participation in the interview.
- Participating in annual training.

Required Qualifications:

- Minimum of Associate’s Degree.
- 2-5 years of experience in community-based health or social service related setting.
- Bilingual (English/Spanish) oral and written fluency required. May be asked to complete a Spanish language proficiency assessment.
- Excellent verbal communication and organizational skills.
- Strong computer skills for use of tablets in conducting online surveys and data entry.
- Access to regular and reliable cell phone to engage and maintain communication with families throughout study.
- Ability to work as part of a team.
- Travel required:
 - Required local travel using own transportation.
 - Annual travel to Chicago, Illinois to participate in training (Chapin Hall will cover travel costs).
- Occasional evening hours required.

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Preferred Qualifications:

- Bachelor's Degree in social work, human development, developmental psychology, or related field.
- Bicultural Spanish speakers preferred.
- Research experience (i.e. interviewing, collecting surveys, etc.).

Review of Applications will Begin: November 2017

Final Contract contingent on the results of a background check.

Submit: Cover letter and resume or curriculum vitae.

Apply to:

Angela Sander

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