

INTERVIEWER / OUTREACH WORKER – SHAWNA PROJECT

Centre for Gender Health & Sexual Equity (CGSHE)

STARTING WAGE: \$20 - \$23/hour

STATUS: Temporary Part-Time, 1-2 days per week

SUMMARY OF ROLE RESPONSIBILITIES

Reporting to and supervised by the Project Coordinator, the Interviewer/ Outreach Worker operates as a member of a multidisciplinary, collaborative research team. The Interviewer recruits and prescreens potential participants, conducts structured interviews of eligible research participants enrolled in relevant project; and assists in data collection, data cleaning, and data entry resulting from interviews. The Interviewer/ Outreach Worker also performs outreach activities and connects people with community services as needed.

The SHAWNA project is a community-based research project focused on the experiences of cis and trans women living with HIV in accessing and navigating care, housing, social and legal supports. The project is committed to 'GIPA/MEPA' principles of greater and meaningful involvement and engagement of people living with HIV.

ORGANIZATION

Located in Vancouver, BC, the Centre for Gender and Sexual Health Equity is a UBC/SFU-affiliated academic research centre housed at Providence Health Care (PHC) (www.cgshe.ca). The CGSHE has a strategic mandate of community-based research, policy and practice to reduce gender and sexual health inequities among marginalized populations in BC, Canada and globally. The CGSHE currently consists of over 80 staff, including academic and clinical researchers, graduate students, and frontline research staff, working out of our CGSHE administrative and community/ clinical research office in the Downtown Eastside. We work in a highly collaborative team and strive to hire members from diverse backgrounds and lived experience.

ROLE RESPONSIBILITIES

1. Recruits potential participants, provides information and answers questions about research studies.
2. Prescreens potential research subjects according to study protocols.
3. Conducts quantitative structured interviews with eligible participants and performs outreach for follow up interviews.

4. Conducts outreach and interviews off site at community services and/or other facilities with varying environments (e.g. drop-in centres, shelters, non-profit residences, private SROs, health care facilities, public spaces in inner city setting) using approved transportation options.
5. Adheres to informed consent procedures and ethical guidelines for research involving human subjects.
6. Reviews questionnaires for completeness and accuracy.
7. Ensures policies and procedures for data management are followed and all documents are entered and filed as required by ethical guidelines.
8. Responsible for processing participant honoraria, including paying participant and recording honoraria for daily float reconciliation.
9. Transports blood and urine samples to St. Paul's Hospital as needed following Transport Canada guidelines.
10. Participates in knowledge translation presentations to community organizations as needed.
11. Assists with training staff on data collection protocols as needed.
12. Refers participants to appropriate services and/or provides initial support when required.
13. Performs other related duties as required.

Education, Training and Experience

- High School diploma or equivalent training required. Bachelor's degree in health care, social services or social sciences preferred. Minimum two (2) years' experience in frontline/ community services experience with marginalized communities we serve.
- Lived experience as a person living with HIV and/or communities disproportionately impacted by HIV (including Indigenous, African/ Black/ Caribbean communities) is preferred.
- Strong gender and social equity lens and knowledge and experience with marginalized and stigmatized populations (e.g. Indigenous and other racialized communities, homeless communities, migrant and refugee communities, gender and sexual minority populations)
- Experience with semi structured or structured interviewing techniques an asset.
- Community-based research experience or training is an asset.
- Current CPR, sexual health, and naloxone administration training an asset.

Skills and Abilities

- Exceptional communication skills, both oral and written.
- Excellent interpersonal skills including conflict management / crisis resolution skills.
- Organized with meticulous attention to detail.

- Ability to work independently following SOPs, while taking supervision and direction from coordinators, and within a diverse team environment.
- Flexibility in hours and willingness to work across CGSHE offices and community to support outreach and recruitment.
- Familiarity with Metro Vancouver (for Outreach) and community services related to sexual health, HIV and sex work.
- Knowledge of services for youth an asset.
- Demonstrated computer skills including experience in Microsoft Office Suite (Word, Excel) and proficiency with data entry.
- Excellent time management and data entry skills.
- Demonstrated ability to establish priorities and meet deadlines.
- Demonstrates professional judgment when supporting participants and referring to appropriate services.
- Physical ability to perform the duties of the position.
- Class 5 BC Driver's License is an asset.
- Knowledge and skills to work with diverse community collaborators, service providers and other stakeholders.

We encourage applications from members of groups that have been marginalized on any grounds including sex, sexual orientation, gender identity or expression, racialization, experience as a sex worker, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

If interested, please submit a copy of your cover letter and CV to HR@cgshe.ubc.ca.

We thank all applicants for their interest, however only shortlisted candidates will be contacted.