

POSITION AVAILABLE

TITLE: Community Outreach Worker x3

REPORTING TO: Community Liaison Officer and Site Coordinator

LOCATION: Study sites (Kingston, Ocho Rios, Montego Bay)

JOB DESCRIPTION:

The Caribbean Vulnerable Communities Coalition (CVC), on behalf of the Ministry of Health, the National Family Planning Board, and the University of California, San Francisco, will undertake an integrated bio-behavioral survey (IBBS) in Jamaica to provide important information about the risk of HIV and inform prevention, care, and treatment programs. The successful candidates will work under the direction of the Community Liaison Officer (CLO) and Site Coordinator, and will be responsible for encouraging wide participation in study activities within the community, regular communication with community members and other stakeholders, assisting with the design and distribution of promotional materials and participating in promotional events, including those associated with population size estimation needs; assisting the CLO with the identification of seed participants; participation in prevention technical working group meetings; maintaining regular communication between community members and study staff; and advising the Community Liaison Officer and Site Coordinator of potential obstacles to successful recruitment or participation in the study. Detailed knowledge of local community members and issues, sensitivity to issues related to HIV/AIDS, and ability to work with stigmatized populations is required.

RESPONSIBILITIES:

1. Identify and maintain regular communication with local study population contacts
2. Ensure study aims, goals, and procedures are well understood by local study population
3. Regularly attend CAB meetings
4. Assist CLO and Site Coordinators in the identification of seed participants and maintain regular communication with seeds about recruitment progress
5. Advise on the design of study promotional materials, including study coupons
6. Distribute unique objects in local population for purposes of population size estimation
7. Assist CLO and Site Coordinators in the organization and planning of promotional events, including unique event for purposes of population size estimation
8. Report regularly to CLO and Site Coordinators on study progress in each community; in particular, ensure timely reporting of potential obstacles to successful participation and recruitment to CLO and Site Coordinators

9. Assist participants to find survey office – walk them to office from common meeting point by coordinating with receptionist who is main point of contact for participants calling in
10. Assist with making participants feel comfortable in reception area and welcome to the survey site (answer questions about the survey)
11. Assist with crowd control and proper flow of participants through survey office
12. Assist with developing probing questions for eligibility
13. Assist participants with following through with referrals – bring them to clinics if requested by participant.
14. Assist with general, onsite administrative duties
15. Other duties as assigned by study investigators, Site Coordinator and community liaison officer

QUALIFICATIONS:

1. Detailed knowledge of local key population community members, organizations, and issues
2. Previous experience in working on HIV/AIDS among MSM and TGP or other high-risk populations will be an added advantage
3. Ability to work an alternate schedule (evenings and weekends) as needed
4. Good interpersonal and communication skills
5. Proficient speaking, reading, and writing skills in English

We are seeking an individual to fill the position described. If you know of a qualified candidate or are interested in applying for this position, please send resume and cover letter to the attention of:

EMAIL:

The successful candidate will be on a short term fixed contract and an attractive package commensurate with qualifications and experience is offered. The closing date is Nov 6 and suitably qualified candidates are encouraged to apply. Kindly forward your electronic CV to **the876study@gmail.com** before the closing date.