

## POSITION AVAILABLE

- TITLE:** Coupon Officer x3
- REPORTING TO:** Site Coordinator
- LOCATION:** Study sites (Kingston, Ocho Rios, Montego Bay)
- ASSIGNMENT LENGTH:** Part-time, 8 months (extension possible)

### 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) among most-at-risk-populations in Jamaica to provide important information about the risk of HIV and inform prevention, care, and treatment programs in these groups. This activity will be conducted using respondent driven sampling (RDS) methodology, a chain-referral, probability-based sampling method designed to reach hidden populations. The successful candidate will work under the direction of the Site Coordinator and will be responsible for serving as a Screener and Coupon Manager for the survey. This individual will serve as the first and last point of contact for the survey participants. Sensitivity to issues related to HIV/AIDS and ability to work with stigmatized populations is required.

### RESPONSIBILITIES:

1. Coordinate with Receptionist on the scheduling of study appointments and responses to population member inquiries.
  2. Maintain the flow of participants in the waiting room
  3. Serve as a screener for potential participants
    - Check the validity of study coupons
    - Verify study eligibility
    - Explain study procedures
  4. Escort participant to interview
  5. Monitor issuance and receipt of coupons using a coupon tracking system
  6. Distribute and monitor study compensation using financial tracking form
  7. Conduct exit interviews for eligible individuals refusing to enroll, participants voluntarily refusing testing procedures or test results, or participants voluntarily withdrawing from study.
  8. Conduct pre- and post test counseling
  9. Perform HIV rapid testing
  10. Maintain confidentiality of clients test results and all medical and personal information
- Other duties as assigned by study investigators and site supervisor

**QUALIFICATIONS:**

1. College, secondary school, or technical course degree or equivalent qualification and experience.
2. At least one year of work experience with the surveyed population(s)
3. Excellent computer skills and proficiency in Microsoft office (Word, Excel, Access).
4. Strong organizational skills
5. Previous experience in interviewing clients about sensitive behaviors will be an added advantage
6. Ability to work independently with minimal supervision
7. Prior experience conducting quantitative interviews.
8. Certified (MOH) in HIV Counseling and Testing
9. Excellent oral and written skills
10. Ability to work an alternative schedule (including evenings and weekends) as requested.

*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.