

JOB OPENING

LeCroy & Milligan Associates, Inc.

Two Positions – Research Assistant/Family Interviewer (Bilingual) - Phoenix area Part-time, about 20-25 hours per week

Description: The Research Assistant/Family Interviewer will collect data from participating families in their homes at pre-defined intervals for the Arizona Family Health Project. The study will last for 4 years. We are looking for an individual to commit to the study on a long-term basis, if possible, to maintain rapport with families.

Responsibilities:

- Communicate with referred families about the study via phone
- Schedule and conduct interviews with study participants (i.e., parents) in their homes
- Maintain participant contact data in a tracking database
- Maintain complete and accurate records of data collection activities including monetary incentive distribution to study participants; adhere to data security protocols
- Maintain study participant confidentiality and professional standards at all times
- Make thorough efforts to retain participants in the project through various retention methods
- Participate in a training in Tucson, AZ and ongoing monthly team meetings by phone and/or in person
- Provide resources for families as needed
- Attend regular project team meetings
- Other related tasks as determined by the research team

Qualifications:

- Bachelor's or associate degree in a childcare or social service field OR relevant data collection/research experience OR +2 years of related experience
- A valid driver's license and an insured and reliable means of transportation
- Travel throughout **Maricopa County** for data collection activities
- Excellent communication and organizational skills
- Bilingual in Spanish and English required
- Ability to work flexible schedule
- Ability to pay close attention to detail
- Ability to work effectively independently and in a team environment
- Computer skills and access to use email, word processing
- Must be able to pass Department of Public Safety (DPS) finger print clearance card and background check

Additional skills/knowledge, preferred:

- Experience with in-home interviewing
- Knowledge of Microsoft Excel
- Knowledge or experience with home visitation programs

**Applicants are asked to complete the application
found on our website and send a cover letter and resume to:**

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