

## **Screening and Tracking staff (multipurpose worker) (2 positions)**

**Position Starting:** February 2015

### **Overview:**

We are hiring two screening and tracking staff members to be a part of the Assessment team of an international research study conducted by AIIMS, Delhi in collaboration with St. John's Research Institute (SJRI) Bangalore and the University of California, San Francisco (UCSF). The 5-year "DriSti" study was designed to implement and evaluate and intervention to reduce AIDS stigma among health professionals in India.

### **Responsibilities**

The screening and tracking staff are responsible for screening potential participants from the various collaborative sites. They are additionally responsible for contacting study participants to remind them of their upcoming appointments. They will also update the contract information provided during follow up assessments to ensure that the project has the most current information, and will identify and contact participants who fail to show up for their follow up assessments. As part of their duties, Screening and Tracking staff will report by telephone to the Bangalore study office on a weekly basis. The screening and tracking staff will be trained in study protocol, contact tracing procedures and participant confidentiality. They will conduct weekly follow-up meetings with study interviewers, complete weekly tracking reports, and regularly update the study tracking form. They will serve as the participants' liaison for the study to minimize study attrition.

### **Required skills**

- Previous experience conducting research interviews
- Previous experience with data collection, entry, and/or upload
- Ability to communicate fluently in English and Hindi (reading, writing, and speaking)
- Outstanding interpersonal communication skills
- Proficient with Microsoft Office
- Comfortable with Android-based Apps (mobile phones or tablets)
- Demonstrated ability to maintain confidentiality of sensitive information
- Ability to maintain a flexible work schedule, and willingness to travel to project sites
- Organized, detail-oriented, and able to handle multiple tasks simultaneously
- Ability to establish rapport and work effectively with individuals of different ethnicities, socio-economic status, caste, gender, and sexual orientation
- Previous experience tracking patients or study participants

### **Preferred skills (only one person needs these skills)**

- Experience in a study involving electronic devices/mobile devices/online forms for data collection
- Previous leadership role with responsibilities not limited to: supervising data collection, and verification, recording, and signing-off on day-to-day activities of team
- Previous experience maintaining electronic devices (updates, upgrades and troubleshooting basic network issues in close co-ordination with the IT support team).

### **Language skills:**

- Fluency in English & Hindi (reading, writing & speaking)

### **Educational requirements:**

- Master's degree in an appropriate social science discipline (e.g. Social Work, Psychology, Counseling, etc.) or equivalent

### **Salary: Per AIIMS salary scale**

Interested candidates may send their Resume to: