

## CALMS-D LHR Job Description

The assistant will conduct interviews, enter data and complete other tasks related to the study evaluation.

### **Duties and Responsibilities**

- Participate in initial and ongoing training activities.
- Schedule and arrange logistics for assessments with research participants.
- Conduct assessments with research participants for process evaluation according to protocols.
- Conduct interview and physical assessments with research participants in the participant's home utilizing computerized data collection (I pad).
- Conduct phlebotomy during early morning home visits, and transport blood specimens.
- Instruct participation in urine collection techniques, and transport urine specimens.
- Process blood and urine at Hispanic Health Council laboratory room.
- Transport blood and urine to University of Connecticut Health Center in Farmington.
- Insert continuous glucose monitoring (CGMS) sensor under the participants' skin (arm), using a manual injector, and calibrate it to the CGMS receiver using a glucometer.
- Instruct participants in the proper use of the CGMS.
- Apply electrodes to the participant's chest for heart rate recording (Holter monitor).
- Instruct participants in the proper use of the Holter monitor.
- Instruct participants in the use of an Interactive Voice Response (IVR) system which participants will use to respond to a telephone administered survey.
- Conduct equipment collection visits.
- Follow data entry according to the protocol.
- Adherence to study/HHC protocols for confidentiality and safety.
- Track completion status of participant assessments over time.
- Maintenance of confidentiality of client records and information at all times.
- Attendance and active participation in unit and program staff meetings; promotion of agency's services, programs, image and philosophy; performance of other duties as assigned.
- As time permits, possible participation in diabetes promotion activities in the community.

**Supervisory duties: None**

### **Qualifications**

#### **Essential:**

- Interest in community based research;
- Successful management of own diabetes or key support assisting close family member or friend managing their diabetes; enthusiasm for and commitment to diabetes management;
- Strong communication skills, including establishing rapport, comfort level asking sensitive questions, and probing for details when needed;
- Strong interviewing skills, including standardization of interview questions, redirect off-topic conversation, document thoroughly and systematically;
- Good judgment regarding participant attention to and understanding of interview questions;
- Good active listening skills;
- Computer data entry skills;
- Ability to receive feedback non-defensively and use feedback to improve performance;

- High comfort level conducting home visits;
- High comfort level working as part of a health care team and interacting with doctors, nurses, psychologists, and other health providers;
- Interest and ability to learn technical information about diabetes management, including information about glucose monitoring, medication, nutrition, physical activity, and other health diabetes related information;
- Interest and ability to learn technical information about stress management, including information about relaxation strategies, cognitive restructuring techniques, and behavior modification techniques, as well as other stress management issues and practices;
- Good judgment regarding when to seek supervision;
- Fluency in English (spoken and written), bilingual English/Spanish;
- Ability to document work accurately and thoroughly;
- Flexibility in schedule – ability to work evenings and weekends,
- Own transportation;
- Ability to lift, carry and transport approximately 10 pounds of equipment to interview sites;
- Minimum of high school degree.

Preferred: familiarity with Hartford; experience with clinical or community health work.

## **DREAM LHR Job Description**

**Khmer Health Advocates and the University of Connecticut are working with the Cambodian community prevent diabetes in Cambodians. Khmer Health Advocates is hiring a part-time worker in western Massachusetts to perform assessments of study participants.**

### **DUTIES AND RESPONSIBILITIES:**

1. Receive training on how to perform participant assessments;
2. Abide by study protocols and human subjects protection policies (For example, maintain confidentiality of client records and study data at all times);
3. Recruit community members to participate in the study;
4. Drive to local locations to meet participant;
5. Administer surveys using computer assisted software;
6. Take body measurements such as height, weight, and blood pressure;
7. Coordinate clients to have blood draws at local laboratories;
8. Promptly follow up on the study coordinator's scheduling of interviews;
9. Complete interviews and work with study staff;
10. Keep careful documentation of activities;
11. Work under the supervision of the study coordinator.

**All candidates must be able to work on an hourly basis with flexible hours.**

### **QUALIFICATIONS:**

- **Must read and speak fluent Khmer**
- Good interpersonal/communications skills
- Attention to detail
- Excellent organizational skill
- Experience in one-to-one interviewing
- Team player
- Highly receptive to feedback from supervisor and eager to implement suggested modifications
- Must have at least a high school diploma
- Ability to lift and transport study equipment
- Reliable transportation and current driver's license a must as candidates must be able to travel to assessment locations and/or Quest laboratories on their own