



Beatrice Wilson Health Centre
Opaskwayak Health Authority

Job Title: Manitoba First Nations (MFN) Regional Health Survey (RHS) Community Data Collector
Pay: \$50/survey - plus mileage
Start Date: TBD
Location: Opaskwayak Cree Nation
Job Type: **Data Collector**

Responsible to:

The MFN RHS Community Data Collector is responsible to Opaskwayak Cree Nation and the First Nations Health and Social Secretariat of Manitoba (FNHSSM) RHS Survey Coordinator, Dean Parisian.

Job Description:

The Regional Health (RHS) Survey Community Data Collector will collect information from First Nation adults (18+) and youth (15-17) living in Opaskwayak Cree Nation.

Data must be collected based on the following age and gender categories:

Age:	Male:
Child	0-11 yrs
Youth	12-17 yrs
Adult	18-54 yrs

The Applicant must:

- Sign an oath of confidentiality
- Be willing to undergo a criminal record check and child abuse registry check
- Obtain parental consent as needed for youth participants
- Contact participants to schedule an interview date and time
- Set up interview location (band office, health centre, school, home etc.)
- Interview participants
- Ensure that the confidentiality and privacy of the participants is protected
- Enter or assist the participants in entering responses into to a tablet
- Upload survey data through internet connection to sync data with FNHSSM regional server for secure storage
- Ensure the following is submitted to the FNHSSM RHS Survey Coordinator on a weekly basis:
 - a) Payment sheets and travel expense forms are submitted to FNHSSM via email or fax

Knowledge, Skills and Abilities:

- Able to understand and maintain confidentiality
- Able to effectively communicate with FNHSSM, First Nations leaders, staff and participants
- Effective time management and organizational skills

Basic computer skills are an asset but not necessary, additional training is available





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Minimum Qualifications:

- Must know how to speak, read, and write English
- Must be able to speak the language is an asset or must be able to work with an interpreter (as needed)
- Must be at least 18 years of age
- Must have effective interpersonal skills
- Must be reliable
- Must attend a Regional Training Session prior to data collection
- Must have valid Driver's License and access to a vehicle

This position is designated for members of the Opaskwayak Cree Nation.

Apply to:

Caitlin McNeill, Director of Health Services
Opaskwayak Health Authority
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