



JOB ANNOUNCEMENT



06/07/2019

POSITION TITLE: Survey Interviewer
LOCATION: Department of Health Services – Health Education & Outreach Division
POSITION TYPE: Non-Exempt / Part-Time / Temporary
SALARY RANGE: \$15.00 per hour
REPORTS TO: Health Education Manager
CLOSING DATE: June 17, 2019

POSITION SUMMARY:

The Survey Interviewer is responsible for conducting personal interviews to attain vital community information about health related topics including physical activity, heart disease, cancer, diabetes, behavioral health, and nutrition. Duties include but are not limited to: conducts community outreach to coordinate survey interview meeting with members; conduct interviews with respondents individually at home or in a private and confidential location; screens survey to ensure all survey components are fully completed; coordinates follow up meetings, if necessary, to ensure survey is completed; maintains data log of member encounters; documents travel for mileage reimbursement, if necessary; other duties as assigned.

MINIMUM REQUIREMENTS:

- High School diploma and/or its equivalent G.E.D. and currently enrolled in college or university;
- Must possess a valid Driver's License and have access to an automobile with minimum liability insurance coverage;
- Bilingual (English and Spanish);
- Must be able to successfully pass a post-offer drug screen and criminal history background check.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of principles and processes for providing excellent customer service; ability to use technology including use of mobile devices such as laptops, smartphones, internet/online application systems; ability to effectively communicate orally and verbally and demonstrate active listening skills; ability to work weekends; must possess excellent communication and time management skills; ability to read and write proficiently and interpret medical definitions; basic knowledge of medical terminology; ability to maintain confidentiality at all times; ability to travel overnight to attend training; knowledge of administrative and clerical procedures; knowledge of Microsoft Office applications such as Word, Excel, PowerPoint, Access, and Outlook; problem-solving skills; must have good social and organizational skills and enjoy working with people; must have good record keeping skills; ability to work independently and as part of a team; ability to displays empathy, respect, and understanding of community values and members; ability to travel within El Paso TX County.

APPLICATION PROCEDURES:

Qualified candidates interested in applying may complete an application in the Tribal Administration Building located at 119 S. Old Pueblo Rd El Paso, TX 79907, apply online at www.ysletadelsurpueblo.org YDSP Careers page, submit resumé via fax to (915) 859-2988 or e-mail to humanresources@ydsp-nsn.gov.