

Advert reference number: LF004 – 2018

Field Worker (6 Months Fixed Term Contract)

Main purpose of the job

To recruit study participants from the community/WRHI supported clinics into a study, maintain retention of study participants through home visits/telephone tracking, contribute towards ongoing monitoring and administration of the study; participate in the process of raising awareness about the study and creating a relationship between the WRHI and the community.

Location

Wits RHI, Hillbrow

Key performance areas

- Promote studies and recruit participants by conducting presentations, and distributing brochures at the Clinics (in consultation with clinic health promoters)
- Recruit participants in accordance with recruitment targets and participant recruitment standard operating procedures (SOP).
- Conduct screening interviews to consenting participant to determine eligibility into study.
- Obtain informed consent from study participants for screening and enrolment.
- Administer study questionnaires.
- Conduct POC GeneXpert tests, when required
- Contact participants prior to their scheduled visits to remind them of their visit.
- Conduct data extraction from registers in order to update study participants' files
- Conduct participants follow-up interviews and complete questionnaires
- Compile reports.
- Visit homes or contact participants telephonically to reschedule visits or document follow up outcomes in cases of opting out
- Receive queries from participants and address or refer queries accordingly.
- Filing and archiving of participant study documentation

- Conduct data entry
- Attend relevant internal and external meetings.
- Chair or take minutes of relevant meetings i.e. at focus group discussions and other research platforms
- Assists in networking with relevant stakeholders.
- Ensure that the study has relevant study materials on site.
- Conduct peer QC

Required minimum education and training

- Grade 12.
- Fluent in English and other African languages (Sesotho and Zulu preferable)

Required minimum work experience

- Minimum 6 months working experience

Desirable additional education, work experience and personal abilities

- Certification in good clinical practice (GCP).
- Empathetic with good communication and interpersonal skills.
- Computer literate with working knowledge of Microsoft Office.
- Be tactful, respectful and maintain confidentiality.
- Able to work independently and work as part of a multi-disciplinary team.

*Should you be interested in applying for this vacancy, please submit (1.) a cover letter (maximum one page) that clearly states which vacancy you are applying for and (2.) a detailed CV to: **Lerato Festile** at Vacancy10@wrhi.ac.za Subject Heading of email must read: Advert reference number: **LF004- 2018** and Job Title of position applied for.*

Those applicants that do not adhere to the above will not be considered for the respective position applied for.

The closing date for all applications is 15 November 2018.