

**ICAP – COLUMBIA UNIVERSITY
JOB DESCRIPTION**

Job Title:	Outreach Worker (for COVID-related grant funded research)
Reports To (Title):	Community Educator
Location:	ICAP Harlem Prevention Center, 215 West 125th Street

POSITION SUMMARY

Under the supervision of the Community Educator, the Outreach Worker will engage, recruit, and retain participants for a COVID-related grant funded research. S/he will work with the Community Educator and Senior Recruiter for all project-related outreach, engagement, recruitment activities, and will implement community-based study retention measures.

MAJOR ACCOUNTABILITIES

- Conduct all research activities in accordance with study protocol, standard operating procedures and other appropriate institutional regulations, procedures and policies, including procedures to safeguard confidentiality of study participants.-5%
- Outreach to relevant community partners through educational and collaborative activities and attendance at community and stakeholder functions. 10%
- Outreach to engage, educate, recruit, and retain study participants in community and non-traditional settings (mobile vans, out-patient centers, walk-in clinic, and other venues). - 30%
- Conduct study-related outreach over the telephone, via email, and through social media platforms. -20%
- Establish and maintain positive relationships with potential and enrolled participants, visitors, and other employees. – 5%
- Work flexible hours (evenings, nights & weekends), as needed. - 5%
- Maintain professional behavior in non-traditional work settings (public venues, informal gatherings, outdoor events etc.). - 5%
- Work independently, exercise initiative, use discretion when handling confidential information. -5%
- Contribute to study team outreach and retention strategies. -2.5%
- Regularly provide updates on the progress of recruitment to the research team at weekly staff meetings to ensure appropriate and timely enrollments, quickly identify difficulties, and implement corrective measures. -2.5%

- Deliver study-related presentations to community partners in coordination with the Community Educator and Senior Recruiter. – 2.5%
- Attend study specific and other study related trainings and meetings as requested by the site leadership. - 2.5%
- Perform other duties as assigned. - 5%

EDUCATION

- High School diploma or equivalent and 2+ years of community based outreach experience

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Excellent interpersonal, communication and organizational skills
- Ability to manage multiple priorities under pressure
- Ability to maintain professional boundaries in diverse public settings
- Outgoing and enthusiastic personality
- Previous experience in research studies
- Experience in community organizing or issue campaign organizing
- Proficiency in computer applications

EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS

- Experience in conducting outreach in mobile vans and other similar venues.
- Experience working with COVID related recruitment activities.

TRAVEL REQUIREMENTS

- None