

HALF-TIME POSITION AVAILABLE
Contract Evaluator
GREAT WORKING-TRAINING OPPORTUNITY

PROJECT DESCRIPTION:

The purpose of this tribal/academic partnership is to conduct evaluation in accordance with the ANAV Tribal Health Clinic's Youth and Family Tree Project (YFT). Evaluation activities will involve assisting YFT staff in collecting and evaluating data pertaining to community events, trainings, grant specific data collection, focus groups, key informant interviews, and other related activities. The purpose of the YFT project is to enhance and expand comprehensive treatment, early intervention, and recovery support services for adolescents (ages 12-18), transitional aged youth (ages 16-25), and their families/primary caregivers with substance use disorders (SUD) and/or co-occurring substance use and mental disorders. This project is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA).

PRIMARY DUTIES:

Contract evaluator will work with the University of New Mexico's (UNM) Evaluation Team and YFT staff in the areas of: assist with data collection; participation in grant activities; ability to help co-facilitate trainings on research and evaluation; data management and analysis; preparation of academic-community team meetings; conducting literature review; preparation of draft reports and manuscripts; and adherence to project timeline. The selected candidate must be a team player, who is flexible and able to coordinate and organize multiple on-going academic-community activities. Strong interpersonal, verbal, and written communications skills with tribal communities are essential. The ability to work with limited supervision and utilize independent judgment is also important. UNM Team will provide on-going training to strengthen evaluation skill set. The contract evaluator will assist with all other duties assigned.

TERM: 20 hours a week, \$16.00/hr. Contract does not include benefits and you will be responsible for taxes. Projected start date July 2019.

REQUIRED KNOWLEDGE & SKILLS:

- Knowledge and experience in working with tribal communities;
- Ability to work *independently* and part of an *evaluation team* including completion of assignments within given deadlines, problems solving abilities, and initiative taker;
- Ability to facilitate meetings with community partners, which includes assisting in research and evaluation trainings;
- Attention to detail, i.e. review accuracy of own work assignments/products;
- Knowledge of Office Suite (Word, Excel, etc), Endnote or related software and willingness to learn ATLAS.ti, SPSS or other data analysis software;
- Motivated to develop public health research and evaluation skills involving qualitative and quantitative approaches;
- Willingness and flexibility to travel throughout the Siskiyou County.

CONTACT: If you would like to apply for this position, please send electronic copy of resume, with two references, and document that demonstrates writing skills (such as class paper or work document) to Rebecca Rae – rrae@salud.unm.edu