



Job Description

Data Collection & Retention Specialist

Posting Closes: August 18, 2011

Position: Data Collection & Retention Specialist

Position Type: Full Time

Target Start Date: September 15, 2011

Areas of focus: Adolescent sexual health, sexual health education, research/evaluation

Location: Chicago, Illinois

Reports to: POWER Through Choices Project Coordinator

Travel Requirements: Travel will occur throughout the greater Chicagoland region, including suburban Cook, DuPage, and Lake Counties, with occasional travel to Central and Downstate Illinois. Occasional travel out-of-state will also occur for training and conferences. Access to reliable transportation is required and mileage will be reimbursed.

MANDATORY: MUST BE ABLE TO ATTEND A PAID DATA COLLECTION TRAINING IN OKLAHOMA CITY FROM SEPTEMBER 19-22. AIR TRAVEL & LODGING WILL BE COVERED; FOOD WILL BE PROVIDED OR REIMBURSED.

Description of Position:

The Data Collection & Retention Specialist with the POWER Through Choices Project is responsible for planning, implementing, and finalizing all details of data collection for an adolescent sexual health education research project, following specific guidelines, protocols, and instructions to maintain compliance to federal regulations. The Data Collection & Retention Specialist will also lead efforts to retain and keep in contact with youth research participants. Training on data collection and retention will be provided by ICAH and the Oklahoma Institute for Child Advocacy.

Description of Project:

The POWER Through Choices (PTC) Project is a national four-site demonstration and evaluation project to test the effectiveness of a sexual health education curriculum designed specifically for youth in foster care and other out-of-home placements. The Chicago-based Illinois PTC team works in collaboration with PTC Project Staff in California, Maryland, and Oklahoma.

About the Organization:

The Illinois Caucus for Adolescent Health (ICAH) works in partnership with youth to advocate sound policies and practices that promote a positive approach to adolescent sexual health and parenting. We believe reproductive freedom for adolescents must encompass the choice to prevent pregnancy and disease with sexual health care information and services; to terminate a pregnancy through safe, accessible, legal abortion; and to bring a pregnancy to term and parent. ICAH utilizes a reproductive justice and human rights framework that seeks to address the multilayered impact of oppression on marginalized and at-risk youth.

Essential duties and responsibilities:

- Plan and implement data collection with foster care group home facilities throughout the Chicagoland region.
- Conduct survey-based qualitative data collection with youth research participants and adult staff.
- Lead efforts for retention and tracking to keep in touch with youth research participants over a twelve-month period.
- Adhere to PTC Project guidelines and protocols for research and evaluation, including the completion of a Human Subjects Research mini-course provided by ICAH and the Oklahoma Institute for Child Advocacy.
- Participate in meetings, conference calls, and other communication with project partners in Illinois and nationally.
- Deliver progress reports, proposals, and other documentation, as required by ICAH and the Oklahoma Institute for Child Advocacy.
- Perform other related duties and responsibilities as assigned.

Reporting Relationship:

The Data Collection & Retention Specialist reports directly to the PTC Project Coordinator at ICAH. This position is located within ICAH's Training Department.

Position Qualifications:*Experience*

- Required:
 - Experience in the field(s) of adolescent and sexual/reproductive health.
 - 1-2 years planning, coordinating, or assisting with community-based research. Preference will be given to those candidates who have participated in the retention and tracking of hard-to-reach research populations, as well as in the consent and IRB processes.
 - 1-2 years working with youth, especially adolescents.
- Preferred:
 - Experience working with youth who are in foster care or other out-of-home placements.
 - Familiarity with academic and Internet-based adolescent sexual health resources and research.

Education

- A Bachelors degree in Public Health, Social Work, Sociology, Psychology, or similar is required.

Technology Proficiency

- Intermediate/Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint) is required.
- Previous usage of projection equipment used with a computer is required.
- Knowledge of and familiarity with Internet-based email applications is required.

Working Conditions

- Staff usually works in an office environment but the purpose of the project may sometimes take them to non-standard workplaces.
- This position requires evening hours and some weekends. Schedules will be negotiated accordingly.
- This position requires local travel. Access to reliable transportation is required and mileage will be reimbursed.

ICAH is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity or gender expression, age, religion, marital status, status as a qualified individual with a disability, veteran status, sexual orientation or any other status protected by applicable law. Employee benefits include paid holidays, vacation and sick leave, health insurance, and 401(k) for qualifying full-time employees.

People of color and LGBTQI individuals are encouraged to apply.

Interested candidates should send a cover letter and resume to:

Joy Messinger, POWER Through Choices Project Coordinator
Illinois Caucus for Adolescent Health
226 S. Wabash Ave. Suite 900
Chicago, IL 60604
Fax: 312-427-0757
Email: joy@icah.org

**Electronic submission of applications is preferred. No phone calls, please.
Applications will be accepted until August 18, 2011.**