



Flathead Indian Reservation Housing Needs Assessment



SURVEY FIELD STAFF POSITION ADVERTISEMENT

Application available on the Salish and Kootenai Housing Authority webpage, www.skha.org.

Position:	Survey Field Staff
Quantity:	10 – 15 positions
Posting Date:	February 17, 2022
Closing Date:	February 27, 2022
Wage/Salary:	\$16 per hour (plus mileage reimbursement)
Hours Worked:	30-40 hours per week depending on assigned area and availability
Contract Period:	Starting March 1, 2022 (for approx. 8 weeks)
Work Locations:	Communities within the Reservation
Supervisor:	Mike O'Halloran, Survey Field Staff Manager

The Flathead Indian Reservation Housing Needs Assessment, a project being conducted by the Salish and Kootenai Housing Authority in conjunction with the Flathead Housing Coalition, seeks to hire field staff members to accurately and professionally assist adult residents of selected households within the boundaries of the Reservation in completing the survey questionnaire. Each field staff member will be responsible for visiting specified homes within prescribed assignment areas. Field staff members are expected to work approximately 30-40 hours per week for approximately 8 weeks until all selected homes have been visited according to survey protocols. Residents of the Reservation who are familiar with its various communities will be a great resource for this project. All field staff will be provided a paid 1-2 day training that will cover survey procedures, responsibilities, protocols, and specific tasks, including the use of tablets and project-related software. Field staff members will be managed by the Survey Field Staff Manager and trained by staff of the survey contractor, Big Water Consulting. The Survey Field Staff Manager and Big Water Consulting staff will serve as resources throughout the field operation. Data collection and field work operations will follow the most up-to-date CDC guidelines to ensure the safety of field staff and residents.

Major Responsibilities Include:

- Locating the correct GPS location for your case assignments and making any required updates based on training and the Survey Field Staff Manager's approval
- Filling in the survey and case forms as instructed

- Planning effective travel and visits to capture the highest response rate possible
- Keeping confidential materials safe
- Uploading completed surveys, hours completed, and mileage in a timely fashion
- Supporting survey outreach and follow-up as directed
- Reporting to your Survey Field Staff Manager as directed

Requirements:

- Must be 18 years of age or older
- Must be able to follow CDC and local guidelines surrounding COVID-19 and use provided personal protective equipment while working
- Must have valid state driver license AND own or have access to a reliable vehicle for use during project
- Must have car insurance for vehicle in use
- Must pass background check
- Must pass a urinalysis (drug) test
- Must have strong work ethic and attention to detail
- Must be capable of walking over uneven ground throughout the day
- Must feel comfortable talking with people in their homes about personal information
- Must feel comfortable using a tablet device or smart-phone

Preferred Experience (not required):

- Prior service with the U.S. Census Bureau or other survey/data collection operation
- Previous experience with mapping software (e.g., Google Maps)
- Prior experience with communications related work

Questions may be directed to Mike O'Halloran (406) 830-7505 or CSKT.HousingNeedsSurvey@gmail.com.

FUNDING SOURCES



MONTANA
HEALTHCARE
FOUNDATION

