



**Job Title** : Field Worker - Research (3 positions)  
**Location** : East London  
**Department** : Research Unit  
**Reporting to** : Senior Project Coordinator

**Purpose of the position:**

The Field Worker will be responsible for identifying possible study participants, screening and consenting eligible participants as well as collecting research data from consented participants. They will furthermore be required to complete all study relevant documentation and refer participants to relevant research/clinical personnel.

**Main responsibilities:**

- Identification of participants
- Screening participants
- Enrolment of new participants
- Informing study community members of study activities
- Updating all participant-specific information on electronic tools
- Scheduling participants for data collection activities
- Preparing materials for enrolment
- Attending all trainings related to study implementation
- Filing and conducting quality checks on all study documentation
- Assist participants with linkage-to-care
- Maintain confidentiality of participant information
- Comply with individual set targets as determined by Project Coordinator
- Ensure patient registration forms are filled in correctly with latest address and contact details
- Participate in outreach activities, i.e. Campaigns
- Assist with patient tracing and tracking activities for missed appointments
- Liaise with community and DoH representatives and employees

**Essential Qualifications:**

- Grade 10

**Advantageous Qualifications:**

- Grade 12
- Research Ethics Course
- Introduction to RedCap

**Job related experience required:**

- Previous work experience in a Research Unit
- Working knowledge of ReDCAP
- Data Analysis
- Data Capturing experience
- Previous work experience in Public Health sector

**Additional requirements:**

- Proficiency in English
- Proficiency in Xhosa and/or Afrikaans (relevant to Study)
- Valid Driver's License would be advantageous

**Closing date for applications: 03 October 2019 at 16h00**

Interested candidates should forward a motivational letter and CV to [recruitment@foundation.co.za](mailto:recruitment@foundation.co.za) or fax to 081 680 0736.

For enquiries please contact Tshililo Pharamela / Tammy Prinsloo on 012-816-9000.

**Please note:**

Only applicants shortlisted for interviews will be contacted. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful.