



# ONKWATA'KARITÁHTSHERA

*Kahnawake's One Health & Social Services Agency*

P.O. Box 1440

Kahnawake, Quebec J0L 1B0

Tel: (450) 632-6880

Fax: (450) 632-5116

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## **EMPLOYMENT OPPORTUNITY**

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**JOB TITLE:** SURVEYOR - REGIONAL HEALTH SURVEY (PHASE 4)

**DURATION:** Independent Service Contract

**RESPONSIBLE TO:** Project Coordinator – Regional Health Survey

**SUMMARY:**

The surveyors have the mandate to plan and conduct interviews within the community of Kahnawake.

**RESPONSIBILITIES:**

- Contact and set appointments with community members who were selected in order to invite them to participate in the survey;
- Conduct interviews using the electronic form;
- Maintain log sheet of respondents for submission to the Project Coordinator;
- Respect the established protocols related to data security;
- Answer any questions the participants may have regarding the RHS;
- Carry out the weekly follow-up with the Project Coordinator;
- Other related duties

**QUALIFICATIONS AND KNOWLEDGE/SKILLS/EDUCATION REQUIREMENTS:**

- Minimum High School Diploma or relevant work experience (customer service / conducting polls / Statistical surveys)
- Basic computer skills;
- Excellent verbal communications skills required.
- Excellent organizational skills and ability to prioritize work to meet deadlines.
- Knowledge of Kanien'kehá:ka language is considered an asset
- **Must possess a valid driver's license and have access to a vehicle**

**REQUIREMENTS:**

- A mandatory three-day paid training will be provided.
- The applicant must respect the confidential nature of the job and will be required to sign a confidentiality agreement.
- The applicant must meet the criminal record-related requirements. With that in mind, the applicant can present a certified criminal record check from the Kahnawake Peacekeepers if in their possession, otherwise they must consent to having a check done. In the event of a criminal history, the causes must be presented.
- Flexible schedule based on the availability of the respondents. Must be available to work on short notice and for long hours during the collection period on days, evenings and weekends.
- **Must possess a valid driver's license and have access to a vehicle.**

**WORKING CONDITIONS:**

**SALARY:** FIXED SALARY OF \$50.00 AND A FIXED RATE OF \$5.00 FOR MILEAGE/TRAVEL PER COMPLETED IN-PERSON SURVEY AND FIXED SALARY OF \$25.00 PER COMPLETED VIRTUAL SURVEY.

**APPLY TO:** Project Coordinator – Regional Health Survey  
c/o Kahnawake Shakotii'a'takehnhas Community Services  
P. O. Box 1440, Kahnawake, QC J0L 1B0

**You must include a Resume and Letter of Intent for additional information, please call (450) 632-6880 and ask to speak to Project Coordinator – Regional Health Survey.**

**CLOSING DATE: FRIDAY, DECEMBER 1, 2023**