

## **JOB DESCRIPTION**

**POSITION:** Interviewer – Needs Survey  
**SALARY RANGE:** \$10.00 per hour  
**SUPERVISOR:** Karen Gonzales  
**% OF TIME:** Temporary M-F 6 Hours and Some Flex Hours during the Weekend

### **SUMMARY**

Conduct door-to-door and telephone Comprehensive Housing Needs Assessment Survey. This person should know the residents of the community and when they can be reached. To determine the housing needs of the Round Valley Indian Reservation. Interview and record all information provided to you by the interviewee.

### **GENERAL STATEMENT OF RESPONSIBILITIES**

*Thorough knowledge of the Round Valley Indian Reservation.*

Must be able to maintain confidentiality.

Ability to determine that the person being interviewed is knowledgeable and competent to answer questions being asked.

Able to follow already set procedures to conduct survey; and to determine if the individual is considered “Unreachable”.

### **RELATIONSHIPS**

*The activities listed below are not all inclusive; however they are indicative of the types of activities normally performed by the Interviewer.*

Reports to the Karen Gonzales, Executive Director.

Maintains relationships with tribal members living on and off the reservation.

### **RESPONSIBILITIES**

Conduct door-to-door surveys.

Conduct telephone surveys.

Able to read questionnaire clearly and precisely.

Able to record response neatly and accurately.

Able to input data into the computer.

Able to print reports as requested.

Establish a procedure for collecting data.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Able to walk door to door through a full day.

Able to work hours after 5:00 p.m. and some weekends.

Able to spend long hours at computer station inputting data

### **QUALIFICATIONS**

High school diploma, GED or equivalent experience;

Must have good positive communication skills;

Ability to interact with a wide range of people is essential;

Attentive to details;

Must be able to maintain confidentiality;

Must be able to emphasize and understand the housing needs of the Indian Community;

Must be able to remain calm, centered and non-violent;

Language Skills;

Mathematical Skills;

Knowledge of computer operations and software programs i.e. Microsoft 2007-2010, Excel, Access;

Must take a typing test;

Must possess a valid California Driver's License;

Must be willing to take and pass random drug test;

Must wear professional attire;

**Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, Code Sections 472 and 473). In other than the above the Round Valley Indian Housing Authority is an Equal Opportunity Employer.**