

First Nations Labour and Employment Development Survey (FNLED)

Data Collection/Fieldworker Job Description

Position Title: FNLED Data Collection Fieldworker (1 position)

Location: Millbrook First Nation

Salary: \$30/per completed survey (94 required)

Tenure: Until October 2019 or until surveys are all completed

Training: Maximum 2 days – in Dartmouth

Open to: First Nations community members 18 years and older

Closing Date: June 19, 2019

Survey Description: The First Nations Labour and Employment Development Survey (FNLED) is designed by and for First Nations to be culturally relevant. It is intended to capture the current realities of our First Nations and identify any gaps in services and programs available to our members in a confidential, meaningful and respectful way. The goal of the FNLED is to collect regional and national level information related to First Nations living on-reserve and in northern communities in the areas of Labour and Employment.

The successful candidate will:

- Be responsible for the assisting in the day-to-day activities of the data collection field team;
- Work directly with community members, as well as other data collectors in a team environment, and will have strong interpersonal skills, the ability to communicate with community members and team members and their supervisor;
- Sign a confidentiality agreement;
- Will provide a recent criminal record check.

Training:

- The successful candidate will be provided with a comprehensive training component that will allow the Data Collection Fieldworker to gain skills related to the following responsibilities: *Confidential data collection, setting up interviews with community members and obtaining their consent;*
- Training will take place in Dartmouth over 2 full days;
- All training and research materials will be provided by The Union of Nova Scotia Mi'kmaw

Duties:

- Contact randomly selected participants to discuss the survey and the participant's role;
- Respond to questions the participant may have about the survey;



- Schedule time(s) with participants to complete the survey questionnaire;
- Conduct confidential data collection activities using a laptop;
- Ensure that all data captured is kept physically secure at all times;
- Follow all required protocols.

Job Requirements:

- Must be reliable;
- Must have *excellent* interpersonal skills;
- Must have *excellent* writing skills;
- Must have basic computer skills;
- Must have access to a cell phone and internet;
- Must have access to a vehicle and/or able to travel in outdoor conditions;
- Must be available during evenings and weekends;
- Must be willing to meet with individuals in their homes.

Assets:

- Has previous experience conducting research or data collection;
- Has previous experience in administrative duties;
- Possesses a valid drivers' license.

Hours: Subject to change depending upon operational requirements. The successful candidate will be flexible with their hours of availability.

How to apply: Send/Email your resume, cover letter and references to:

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