JOB DESCRIPTION: STUDY COUNSELLORS (SEVERAL POSITIONS)
LOCATION: Johannesburg, Gauteng Province
Closing Date: 15 November 2020

The Health Economics and Epidemiology Research Office (HE²RO) of the University of the Witwatersrand, based in Parktown, Johannesburg, is an internationally recognized health research group with a focus on HIV and tuberculosis. HE²RO seeks to build the evidence base to improve the health policies and programmes in South Africa and the region. We collaborate on policy relevant research with Boston University, the Clinical HIV Research Unit, and other national and international organizations. For more information visit our website at www.heroza.org.

Location:
We are seeking community health care workers or mental health counsellors for a study of a mental health intervention. These positions are to be based in Johannesburg at the Helen Joseph Hospital and the HE²RO offices in Parktown, Johannesburg and may require visits to other study locations and some daily travel throughout the province to meet with study participants. These are fixed term positions from 1st January 2021

Responsibilities and Duties
- Conduct screening of patients to determine eligibility for the study
- Conduct counselling sessions with patients using a methodology, CETA, developed by the study team.
- Conduct baseline and follow-up interviews, telephone calls and where necessary, house visits.
- Conduct safety checks with patients and report any concerning results to study staff.
- Support ensuring all safety protocols for patients are followed.
- Ensure that the study protocol is followed and that procedures are consistently and accurately maintained.
- Ensure strict compliance with informed consent and confidentiality procedures.
- Ensure confidentiality and security of all data collected at all project sites.
- Ensure neat and accurate filing and tracking of data forms in the HE²RO head office
- Assist with any patient record review and follow-up to ensure data integrity and completeness.
- Oversee and support data collection activities at each site as needed.
- Coordinate and collaborate with implementing partners to provide feedback and troubleshoot data collection.
- Assist with transcription, translation and coding of data.
Requirements

- Previous experience as a community health worker and qualitative and/or quantitative data collection in research settings preferred.
- Strong verbal and written English communication skills
- Ability to write and speak at least one of the following languages (Zulu, SeSotho)
- At least one year experience in medical environment, preferably HIV related
- Ability to work effectively as a team player with a diverse group of people and senior staff including researchers and senior researchers.
- Ability to work within the setting of busy clinics in a friendly and non-disruptive manner
- Willingness to participate in training as needed for the position (e.g. CETA counselling training, software and interviewer training)
- Excellent organizational skills, high level of attention to detail, and ability to take initiative.
- Provide support for all aspects of the project
- Ability to travel
- A Code 8 Drivers License would be an advantage.

The position is based at HE2RO’s head office in Johannesburg but may require travel within sub-Saharan Africa and possibly globally. Overtime/weekend hours will be required from time to time. This is a full time position.

Applicants should email a cover letter and CV to vacancy@heroza.org. HE2RO will only respond to short listed candidates. The closing date for this position is 15 November 2020. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful. HE2RO reserves the right not to fill this position should it deem it necessary not to. This position will remain open until filled.