

Fairfield Cares, Inc.
Project Associate Job Announcement

Fairfield Cares is seeking a Project Associate to implement a part-time project for approximately 320 hours over a period of six to nine months. For a grad student, this can be a paid internship. The PA will conduct a community-wide needs assessment to identify strengths and weaknesses/gaps in: 1.) Current medical, social, and related resources for home health care; and 2.) Coordination of current services. The PA will survey the elderly and disabled who wish to remain in their homes while receiving necessary care; home health care personnel, including volunteer and paid caregivers; and professionals who make referrals (eg: doctors, discharge planners).

Qualifications:

- A team player with an aptitude for coordinating people and processes.
- Data, human relations, and problem-solving skills.
- Excellent oral and written communication skills.
- Solid organizational skills including attention to detail and multi-tasking.
- Experience with data management and analysis. Familiarity with online survey programs, such as Survey Monkey or Google Surveys, a plus.
- Demonstrated ability to compile, analyze, and interpret data.
- Previous experience with Needs Assessments and/or a background in medical social work or public health is a plus.

Responsibilities: The Project Associate will implement distribution, collection, compilation, and analyses of the surveys in coordination with the Project Manager, the Steering Committee, and volunteers. The PA will:

- Finalize details of the Project Work Plan to track progress.
- Finalize design of two Needs Assessment survey instruments.
- Plan and implement publicity to engage maximum participation through our newsletter, posters, postcards, social media, library email list, and other.
- Coordinate all aspects of survey distribution: print and distribute hard copies; upload survey online (such as Survey Monkey or Google); send by email (Substack newsletter); send by email and U.S. mail to professionals serving the target population (eg: doctors, discharge planners).
- Recruit, train, and organize volunteers to assist with survey distribution and to help participants complete them at area events and relevant facilities.
- Schedule Fairfield Cares for tables with surveys at various events.
- Make follow-up calls to professionals to assist with survey completion.
- Ensure project is completed with statistically significant results as defined in our grant proposals and within the allotted timeframe and budget.
- Compile and analyze results and write Final Report.

If interested, please send your resume by email to: elaineh.1097@gmail.com

Deadline: September 6, 2023

No phone calls, please. For info on Fairfield Cares, go to: www.fairfieldcares.net