



## **Independent Contractor Position Description for the “Live Healthy, Hep Free Project”**

### **DESCRIPTION OF THE WORK AS A HEALTHCARE AND PREVENTION COORDINATOR**

#### **Phase 1: Start up and Curriculum Stage: November 15, 2017 to January 31, 2018: Hours/week: 4 – 6 hrs/wk**

- Functions as a coordinator in the planning of the Live Healthy – Hep Free project
- Plan for Phase 2
- Develop Action Plan for Hepatitis B awareness, screening and linkage to care program
- Work with the AACCS Healthcare & Prevention Consultant in managing grant and program activities in planning, implementation and monitoring of work plans, timelines, budgets, milestones, and deliverables
- Work with the AACCS Consultant in identifying target school for implementation of the program
- Guide program volunteers (Medical Students), and provide logistical direction in planning and execution of the program
- Develop method of data collection to assure baseline/follow up/ demographic information will be captured for the purposes of interim/final reports and process/outcome evaluation
- Verify data (pre/post questionnaire) submitted by volunteers for data analysis is complete and accurate for evaluation and reporting
- Serve as an expert resource person for reliable and timely health related information
- Attend scheduled meetings and in-service training

#### **Phase 2: Follow up & Evaluation Stage: February 1, 2018 to October 31, 2018: Hrs/week: 8 – 16 hrs/wk.**

- Verify that data (follow-up questionnaire) submitted by volunteers for data analysis is complete and accurate for evaluation and reporting
- Verify that data ( focus group or interviews) submitted by volunteers for data analysis is complete and accurate for evaluation and reporting
- Perform data analysis for program evaluation and reporting
- Develop Interim (due to 1<sup>st</sup> March 2018) and final (due to 1<sup>st</sup> September 2018) grant reports for the program in a timely and comprehensive manner (These are approximate dates)
- Functions as a coordinator in gathering information/statistics for reporting and budget purposes
- Work with the AACCS Health Care Consultant to promote community awareness on Hepatitis B awareness, screening and linkage to care