



Employment Opportunity  
Butler County Educational Service Center  
August 14, 2018  
REVISED

POSITION: ENGAGE 2.0 Data Collector

**GENERAL DESCRIPTION:** Data Collectors meet with individuals (caregivers and youth) to assist them in completing evaluation tools as required by the ENGAGE 2.0 grant. Data Collectors must have received behavioral health services or have been a family member/caregiver of an individual who has received behavioral health services. Data collection will occur in the community using a laptop and wireless hotspot. Information collected is for a study done in collaboration with the Ohio Department of Mental Health and Addiction Services, the Substance Abuse and Mental Health Services Administration at the United States Department of Health and Human Services. The project term is July 1, 2018 to September 30, 2022.

**QUALIFICATIONS:**

- Lived experience as an individual who has received behavioral health services or been the caregiver/family member of an individual who has received behavioral health services
- Excellent interpersonal, organizational, and verbal skills
- Comfortable entering information into a laptop using a wireless hotspot.
- Accurate record-keeping and attention to detail.
- Ability to work independently and as part of a team.
- Willingness to travel by personal vehicle within their assigned region of Southwest Ohio
- Possess a valid driver's license, access to a private automobile, and proof of automobile insurance
- Strong Interpersonal skills
- Ability to take direction and follow through
- High School diploma or above
- Comfortable working with individuals who are experiencing behavioral health concerns
- History of good job attendance
- Must pass criminal background check, and be free from communicable disease

**ESSENTIAL FUNCTIONS:**

- Assist with data collection materials preparation as necessary.
- Administer surveys at selected locations in one or more of the following counties according to the study's standard protocol in coordination with the data collection team: Butler, Preble, Warren, Clinton and/or Clermont Counties.
- Adhere to guidelines for human subjects' protection.
- Maintain effective communication with Project Manager, Lead Data Collection Team, and other project team members regarding project tasks, including the immediate reporting of any procedural issues or problems that arise during data collection.
- Maintain complete and accurate documentation of project tasks.

- Maintain appropriate evaluator professional boundaries when meeting with participants. Maintain a high rate of customer satisfaction with providers, stakeholders and the community.
- Work congenially and cooperatively with co-workers and affiliated boards and providers.
- Assume added responsibilities and perform special projects as needed or directed or as the project requires.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures; educational policies and procedures.

Ability to: Interpret policies and procedures, follow instructions, communicate effectively, maintain files and reports, collect data; schedule; and lift moderate amounts of weight.

Skill in: Basic math, use of a personal computer and interpersonal communication

#### EQUIPMENT OPERATED:

Computer, wireless hotspot and office equipment.

#### ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to inclement weather driving conditions and severe weather, traffic, loud noise, unruly children/adults; attends functions or performs duties outside normal working hours; exposure to blood, bodily fluids and tissue.

#### TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

#### EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Staff.

STARTING DATE: August 29, 2018  
SALARY: \$16.00 per hour  
WORK YEAR: As Needed – 5 -15 hours per week  
DEADLINE: Until filled  
APPLY TO: Apply by clicking here: [Application](#)

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The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.