**INSTITUTE FOR PUBLIC HEALTH (IPH)**

**Evaluation Assistant**

Part-Time, Hourly

The following qualities should be present in Evaluation Assistants:

* Good interpersonal skills
* Able to function well in an clinic or social service setting
* Desire to work in/with community-agency staff
* Bi-lingual in English/Spanish (oral and written)

Under the direct supervision of REU staff, the Evaluation Assistants primarily work at a clinic site in San Diego, CA to enroll participants in the evaluation and to conduct baseline and follow-up interviews. Tasks include recruiting participants, explaining confidentiality and consent to participants, interviewing, and data entry.

*This publication is part of a series of manuals that describe models of care that are included in the HRSA SPNS Initiative* Building a Medical Home for HIV Homeless Populations*. Learn more at* <http://cahpp.org/project/medheart/models-of-care>