



## **Homeless Count 2025 Job Opportunities** **Data Collector / Team Lead / Driver**

The Greater Los Angeles Homeless Count Demographic Survey and Youth Count is a partnership between the USC Suzanne Dworak-Peck School of Social Work and the Los Angeles Homeless Services Authority (LAHSA). We are looking to create a diverse team of individuals that has expertise and interest in combating homelessness in LA County.

<b>Position Title</b>	Data Collector / Team Lead / Driver
<b>Department</b>	USC Suzanne Dworak-Peck School of Social Work
<b>Pay</b>	Data Collector: \$23.00/hr Team Lead \$25.00/hr Driver: \$26.00/hr
<b>Hours per Week</b>	Up to 37.5 hours/week Maximum 20 hrs/week for students while enrolled in classes
<b>Daily Shifts</b>	8:30am - 4:30pm with an hour for lunch
<b>Employment Dates</b>	Monday, December 9th, 2024 to Friday, March 14, 2025
<b>Training Dates</b>	Monday and Tuesday, December 9th and 10th, 2024 Training is Mandatory
<b>Location</b>	Training: Central Social Work, USC Main Campus Daily Shifts: Leaving from and returning to Starbucks at USC Village
<b>Requirements</b>	COVID-19 Vaccine Required

### **Job Summaries:**

The USC Suzanne Dworak-Peck School of Social Work is seeking part-time and full-time positions for the 2025 Homeless Count. These various positions will support the USC Suzanne Dworak-Peck School of Social Work in the implementation of surveying homeless youth, adults, and families throughout Los Angeles County. This is a key component of the 2025 LAHSA Greater Los Angeles Homeless Count and allows us to understand the reasons, characteristics, and overall census of those who are currently experiencing homelessness in LA County.

*Please read through each position description thoroughly.*

### **Accountabilities, but not limited to:**

- The **Data Collector**'s main role is to serve as a surveyor on the team. The data collector will be responsible for adhering to established study protocols in order to identify and interview individuals experiencing homelessness. Data collectors must approach all study participants with a trauma-informed lens and complete all tasks associated with study data collection accurately including consistent confidentiality practices. Our data collectors work in a team and are expected to follow guidance from the team leader, adhere to safety protocols, and follow best practices and the code of conduct while working in the field. Data collectors may choose to serve as a driver when applicable (see the driver's description below for more details). The Data Collector is out in the field 90% of the time and will require candidates to be able to sustain significant periods of walking and standing (up to 7 hours or more in the workday).
- The **Team Lead** fulfills a dual role and serves as a data collector as described above, and has additional responsibilities including tracking and distributing survey materials, tracking attendance, handling crises in the field, managing and supporting team members, accurately documenting incidents and data corrections, auditing gift card distributions/allocations, providing reports to project administrators, maintaining quality assurance, and ensure safety in the field. The team leader is out in the field 90% of the time and requires candidates to be able to sustain significant periods of walking and standing (up to 7 hours or more in the workday).
- **Drivers** will transport 2-3 team members to canvas census tracts and travel to designated areas throughout LA County. Drivers will drive USC vehicles. Depending on the geographical area, drivers will drive roughly 100-400 miles per week. Drivers must be 25 or older, have a clean driving record and proof of insurance.

### **Preferred Experience:**

- Prior experience or a strong interest in conducting interviews, survey data collection and working with vulnerable populations is highly desired. Also desirable is lived experience with homelessness and Spanish/English language fluency.

**Preferred Skills and Qualifications:**

<ul style="list-style-type: none"> <li>● Able to work well in a team, with agency providers, and community members.</li> </ul>	<ul style="list-style-type: none"> <li>● Able to interact effectively with a diverse range of people.</li> </ul>
<ul style="list-style-type: none"> <li>● Willing to follow study and safety protocols, including those related to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>● Must convey and understand information and instruction in a clear manner in English in both written and spoken form.</li> </ul>
<ul style="list-style-type: none"> <li>● Ability to explain the research study protocols in a professional and ethical manner.</li> </ul>	<ul style="list-style-type: none"> <li>● Comfortable asking questions related to homelessness, experiences with violence, and other sensitive topics.</li> </ul>
<ul style="list-style-type: none"> <li>● Receptive to feedback from supervisors and peers to improve the quality of interviews and interview techniques.</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to use computer tablet, smartphone, or other computer devices.</li> </ul>

**Application Instructions:**

Applicants should submit their **resume** and **short letter/email** specifying which **position** they are applying for to **Amy Stein** at [steinamy@usc.edu](mailto:steinamy@usc.edu). Submissions are being accepted now and positions will be filled until study is fully staffed. Deadline for submissions is **November 13th, 2024**.

*USC Suzanne Dworak-Peck School of Social Work is committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply and will receive consideration without regard to race, color, gender, gender identity or expression, sex, sexual orientation, transgender status, gender dysphoria, national origin, age, religion, disability, military and veteran status, marital or parental status, citizenship status, genetic information or any other factor which cannot lawfully be used as a basis for an employment decision.*