



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: FIELD INVESTIGATOR

JOB SUMMARY:

Provides support to the Field Investigator II in the areas of field investigations, interviews and site monitoring activities and data collections activities.

REPORTS TO: Field Investigator 2 and Manager Tenure Regularization Unit

SUPERVISION GIVEN TO: -

DUTIES AND RESPONSIBILITIES:

- Conducts, field investigations, interviews, house and lot identifications and social surveys.
- Responds to queries from the public via counter service, telephone calls, community meetings and site visits.
- Assists in all aspects of site regularization activities including site monitoring and containment activities.
- Provides monthly reports to the Senior Field Investigators on all activities

KNOWLEDGE, SKILLS AND ABILITIES

- KNOWLEDGE:**
- Proficiency in Microsoft Applications
 - Basic Computer Skills

- SKILLS AND ABILITIES:**
- Ability to work with Teams
 - Good Oral and Written Communication Skills

MINIMUM EXPERIENCE AND TRAINING:

- Five (5) CXC/CSEC/GCE O'Levels (English Language, Mathematics and Social Studies mandatory)
- A Certificate in Social Work
- Two (2) years training and experience in conducting interviews and social surveys
- Proficiency in Microsoft Office
- Effective communication skills (both orally and in writing)