



## Lower Sioux Indian Community in the State of Minnesota

### Research Coordinator

### Job Description

**Title:** Research Coordinator for “Cansayapi’ (Lower Sioux) Cultural Interventions Study”

**Reports to:** Primary Researcher & Director of Community Health

**Fulltime Equivalence:** 0.5 FTE (22-month, grant-funded position funded by Clearway Minnesota).

**Hours:** Daytime hours with evenings/weekend expectations to access target audiences of the project

**Salary Grade:** 18N

**Summary:** American Indians/Alaska Natives suffer from the highest of health disparities including cancer and lung diseases. Research shows that adolescence thru age 25 are the key times when young adults begin commercial tobacco use leading to sustained use into adulthood and middle-age. In recent years, Lower Sioux Indian Community has undergone significant health, wellness, health policy and cultural initiatives to decrease the use of commercial tobacco and promote the use of Cansasa’ (traditional tobacco made from Red Willow) for traditional uses.

To determine the efficacy of these efforts on youth and young adults, Lower Sioux Indian Community in partnership with Clearway Minnesota is embarking on a qualitative research project to determine the level of success about commercial tobacco diminution and promotion of Cansasa’. In addition to staffing the research project, the new Research Coordinator will assist the primary researcher with data collection to answer the question: How do interventions at Lower Sioux assist youth ages, 10-25 in making choices regarding the use of commercial tobacco?

The 0.5 FTE Research Coordinator will play a critical role in this Institutional Review Board (IRB)-approved research project. In addition to assisting the primary researcher, the Research Coordinator will facilitate interactions and dialogue in small groups and individually to obtain data from participants ages 10-25. A timeline has been developed to guide the work in conjunction with Clearway Minnesota. This research project is approved by the Bemidji Area Indian Health Service Institutional Review Board: “Cansayapi’ (Lower Sioux) Cultural Interventions Study” IRB protocol #18-2.

This is a 22-month grant-funded position, with a potential to pursue new research grant opportunities at the completion of this project. Funding for the research project is provided by Clearway Minnesota.

**Duties:**

- Assists the Primary Researcher, with project duties including but not limited to:
  - Collecting data of all children and young adults of the Lower Sioux Indian Community
  - Scheduling room reservations, ordering refreshments and supplies, advertising, and promoting focus groups and individual interviews
  - Assists with obtaining informed-consent for participation of adults and minor children from their parent/guardian; secures paper consent forms
  - Facilitating small groups
  - Conduct individual interviews
  - Operates electronic recording equipment and uploads recorded interviews to transcription company using password-protected files
  - Compile data and assist in identifying themes as well as data saturation between participant age groups
  - Maintains paper records in a secure file per research protocol
  - Communicates with primary researcher any challenges
  - Networks with Indian Education staff from area Schools (e.g. Redwood Area Schools, Cedar Mountain) regarding student participation in the research project
  - Screens and tracks participants; assuring they meet approved research participation criteria; avoids repetition of participation
  - Presents information at meetings (Community, Education Committee, Health & Human Service Advisory Committee, etc.)
  - Interacts and communicates with Clearway Minnesota with direction of Primary Researcher
  - Provides progress reports to the Primary Researcher
- Collaborates with other Lower Sioux departments, including Planning Enrollment, Health and Recreation, on events and activities for children, young adults and employees (e.g. school breaks, summer work program, health fair, back-to-school nights, etc.)
- Represents Lower Sioux Indian Community at meetings and events that are approved by the Primary Researcher
- Actively participates in trainings on qualitative research and evaluation as approved by the Primary Researcher
- Other duties as assigned

**Qualifications:**

- Must pass a background check allowing work in health care and with children
- Be 21 years of age or older
- Be commercial tobacco-free (abstains from chewing, smoking or vaping) a minimum of six months prior to application
- Prior work experience with youth from American Indian communities
- Prior research or data collection experiences preferred
- Experience in group facilitation and planning
- Hold a minimum of high school diploma; college education or degree strongly preferred

- Computer experience with file management and communication via Microsoft Word, Excel and Outlook
- Ability to work independently
- Ability to meet deadlines and start/end meetings on-time
- Ability to navigate in a positive and respectful way throughout LSIC
- Knowledge of demographics, culture, customs and geography of Lower Sioux Indian Community
- Valid driver's license
- Ability to travel within 100 miles outside LSIC

**Disclaimer:**

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Tribal Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_