

**Diabetes Research Assistant for Diabetes Stress Study**  
Community health workers Assisting Latinos Manage Stress and Diabetes (CALMS-D)  
**Community Nutrition Unit**

**Position:** Diabetes Research Assistant/ Interviewer

**Reports to:** Associate Unit Director

**Overview:**

The assistant will conduct interviews, draw blood samples, and complete other tasks related to the CALMS-D study.

**Primary Responsibilities**

- Participate in initial and ongoing training activities
- Initiate contact with study participants referred from clinic to schedule baseline interviews and blood draw visits
- Develop a weekly calendar of data collection activities in close coordination with supervisor
- Schedule initial and follow-up appointments for data and blood sample collection according to study protocols
- Prepare materials required to conduct data and blood sample collection
- Conduct interviews and physical assessments with participants in their homes utilizing computerized data collection (I pad)
- Conduct urine and blood specimens and transport them to University of Connecticut Health Center in Farmington
- Provide participants with guidance about fasting for blood and urine sample collection
- Insert continuous glucose monitoring (CGMS) sensors under participants' skin (abdomen), using a manual injector, and calibrate them to the CGMS receiver
- Instruct participants in the proper use of the CGMS system
- Apply electrodes to the participants' chests for heart rate recording
- Instruct participants in the proper use of the Holter monitor
- Instruct participants in the use of an Interactive Voice Response (IVR) system
- Collect equipment according to protocols
- Enter data according to protocols
- Upload, download, and transfer electronic data files
- Track each participant's data collection status
- Adhere to study/HHC protocols for confidentiality and safety
- Provide study participants with participation incentives and obtain signed receipts
- Participate in other Hispanic Health Council activities, based on supervisor instruction

**Qualifications:**

- Minimum of High School Education
- Experience as interviewer of community based research
- Experience conducting phlebotomy in homes
- Strong communication skills, including establishing rapport, comfort level asking sensitive questions, and probing for details when needed
- Strong interviewing skills, including following interview protocol for asking standardized questions, redirecting off-topic conversation, documenting thoroughly and systematically
- Good active listening skills

- Computer data entry skills
- Highly receptive to feedback from supervisor and eager to implement suggested modifications
- High comfort level conducting home visits
- Bilingual English/Spanish
- Ability to document work accurately and thoroughly
- Flexible in schedule – ability to work evenings and weekends
- Own transportation and valid CT driver's license
- Ability to lift, carry and transport approximately 10 pounds of equipment to interview sites

**Preferred experience:**

Associates Degree or equivalent experience  
Familiarity with Hartford

Interested candidates, please send resume and cover letter to:

Sylviana Lopez  
Human Resources  
Hispanic Health Council  
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Email: [sylvianal@hispanichealth.com](mailto:sylvianal@hispanichealth.com)

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