

Parent-Child Assistance Program (PCAP)

FETAL ALCOHOL & DRUG UNIT
UNIVERSITY OF WASHINGTON ALCOHOL AND DRUG ABUSE INSTITUTE
SEATTLE, WASHINGTON (206) 543-7155
<http://depts.washington.edu/pcapuw/>

Position Description for PCAP Exit Interviewer

The Parent-Child Assistance Program (PCAP) is a 3-year intervention for high-risk women and their families. PCAP is evaluated via pre- and post-intervention research study interviews.

Position Description

The primary role of the PCAP exit interviewer is to collect post-intervention data (at exit from the intervention) from subjects/clients. The exit interviewer:

- Obtains the subject's consent to participate in the study interview.
- Interviews the subject using the Addiction Severity Index (ASI) exit interview
- Codes interview and enters data into PCAP web-based system
- Has subject complete the Advocate Client Relationship Inventory form
- Gives subject \$20 from PCAP as compensation for the interview
- If the subject is lost or missing, the exit interviewer may be asked to assist in tracing and locating; a 90% follow-up rate for exit interviews is expected

Time Required

The position typically requires conducting 5 to 6 exits per month in your region. Each interview requires approximately 5 hours of time: 1 hour of scheduling arrangements with the client's PCAP advocate/case manager; 2 hours to administer the interview; 2 hours to code the interview and enter the data into PCAP's web-based data system. The 5 hours estimated time does not include travel time.

Location of the Interviews

Interviews are conducted in a private location in the PCAP office in your region. Sometimes it is necessary to conduct interviews where the client is currently living, such as in transitional housing or at a substance abuse treatment facility. Occasionally interviews are conducted over the phone. Under rare circumstances interviews are conducted at the client's home.

Required Qualifications

- 4-year college degree in a social services or related field; it is the contracting agency's responsibility to verify that job candidates have BA degrees
- Experience conducting clinical or research interviews
- 2 years experience working with ethnically diverse, substance-abusing individuals (Chemical Dependency certification not required)
- Data entry skills and experience
- Must pass a criminal background check
- Must pass a driver's abstract check in accordance with PCAP site/agency insurance requirements

Desired Qualifications

- No affiliation with the clinical, intervention aspects of PCAP; must not have regular contact with PCAP participants during the intervention

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Required Training After Hire

- Complete the CITI online course in the Protection of Human Research Subjects.
- Attend initial 3-day PCAP-ASI training at the University of Washington in Seattle, WA.
Note: Past training on the ASI doesn't substitute; the interviewer must be currently trained to reliability on the ASI version for pregnant and parenting women.
- Complete all training listed on the Training Requirements for Exit Interviewers form.

Ongoing Training After Hire

- Annual 1-day reliability refresher training in Seattle, WA, including a mock interview and coding comparisons among interviewers to improve reliability and minimize drift.
- Annual 1-day PCAP evaluation and data procedures training in Seattle, WA.
- Every 3 years CITI online refresher course in the Protection of Human Research Subjects, or attend in-person refresher training at the UW or an affiliated entity.