



## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Census Enumerators**

#### **Term Position (up to 12 positions)**

This year, Lac La Biche County is undertaking a municipal census. Enumerators play an important part in data collection by completing door-to-door census surveys. The enumerator is responsible for visiting dwellings in their assigned census area within Lac La Biche County and completing census surveys in person, while adhering to safety and privacy requirements.

There will be one mandatory census training sessions on April 24, 2019. Door-to-door enumeration will begin May 1st, 2019 and must be completed by June 15, 2019.

#### **Responsibilities**

- Canvas door-to-door, interviewing residents for the census and visiting all addresses specified in the census database;
- Attend the mandatory census training prior to enumeration period;
- Gather the census information identified in the provided census survey;
- Input door-to-door census information onsite using provided iPad, using online census software;
- Be attentive to dwellings that may not be in the census database;
- Create additional address profiles for these dwellings and canvas door-to-door to conduct interviews to additional dwellings;
- Use provided maps to find locations of dwellings identified in the census address list.
- Using provided door hangers, notify unresponsive dwellings of visit;
- Coordinate with building managers of multi-unit dwellings to gain access to the premise for enumeration (for enumerators in Lac La Biche);
- Proactively address any problems with Census Coordinators;
- Maintain strict data confidentiality;
- Follow safety requirements, including completion of daily hazard assessments and check-ins with Census Coordinators;
- Follow other specified census protocol.

#### **Qualifications**

- Must be 18 years or older and eligible to work in Canada;
- Must have a valid Class 5 Driver's License and reliable transportation;
- Ability to work flexible hours, including days, evenings, and weekends;
- Be computer literate;
- Be able to read maps and identify addresses;
- Able to work in remote locations (applicable to enumerators to rural areas);
- Previous enumeration experience an asset;
- Excellent interpersonal and communication skills;
- Tactful, professional, and reliable;
- Familiarity with the area a great asset;
- Ability to effectively communicate in English. Fluency in other languages is considered to be an asset.

#### **Other Requirements:**

- Enumerators will be given iPads to access the online software; iPads must be safeguarded and returned;
- Enumerators may bring a family member or friend to accompany them while they enumerate. However, this person will not be considered a County employee or be paid. This person is not allowed to assist with the completion of the surveys, including being present door-side during interviews, entering census survey data, or be privy to survey data. This person may assist with driving and navigation.
- Enumerators will be required to wear County- provided identification at all times when working.
- Enumerators must enumerate independently from other enumerators (two or more enumerators may not partner-up and travel together for the purpose of completing a single enumeration route).
- Enumerators must not enter residences when performing the Enumerators duties.

**This is a contract position and the rate of pay will include:**

- \$19.36 per hour – The hourly rate include compensation for mileage. No additional compensation will be provided for mileage or use of personal vehicle.

**Important Dates:**

- April 24, 2019 – Census Training Day
- April 17, 2019 – Census Day (reference date for online and door-to-door enumeration)
- May 1, 2019 – Door-to-door enumeration begins
- June 15, 2019 – Door-to-door enumeration must be complete.

**Closing Date: Open until suitable candidates are found.**

Interested candidates are invited to forward their resumes in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679, Lac La Biche, AB T0A 2C0

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

Fax: 1-888-421-2533

We thank all interested applicants; however, only applicants selected for an interview will be contacted.