

# 2007 Santa Clara County Homeless Count

## Survey Distribution Coordinator Job Description

Thank you for your interest and participation in the 2007 Santa Clara County Homeless Count. Santa Clara County wants to know more about the condition of homeless persons in our community in order to better provide needed services. As a Survey Distribution Coordinator, your job will be to supply trained homeless workers with materials they need to conduct surveys at street locations, and to provide brief instructions at the time when surveys and supplies are handed out (see next page).

**Trained homeless workers will be paid to conduct surveys on streets, in parks, or other outdoor locations where homeless persons are found.** Homeless persons are compensated \$5.00 for every completed survey they conduct.

### The Survey Distribution Coordinator must:

- a. Make sure that homeless workers sign the Hold Harmless Statement.
- b. Use the Survey Distribution Log to document the Survey Interviewer's name, number of surveys provided, and document that the Hold Harmless Statement has been signed.
- c. Provide Survey Interviewer with a clipboard containing:
  - Five surveys (Note: more than 5 surveys may be given if interviewer is bi-lingual.)
  - Five phone cards
  - Survey Interviewer Job Description
  - Survey Training Guidelines
  - FAQ sheet
- d. Review surveys for completeness. Check that header information is complete, all questions are complete, skip patterns have been followed, and generally if survey is complete.
- e. When a Survey Interviewer returns completed surveys, find their name on the Survey Log Sheet, document the number of completed surveys returned to you, and pay them \$5.00 for each completed, acceptable survey with the cash provided by Applied Survey Research (ASR). Do not pay for more than 5 completed surveys at a time.
- f. If surveys are done satisfactorily, and more surveys are available, give the Survey Interviewer another five surveys and five phone cards.
- g. Call the Santa Clara County Homeless Survey Coordinator at (831)728-1356 if you have any questions, need more supplies, or need someone to pick up your completed surveys!

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Important: Please complete this form.

I certify that I have received \_\_\_\_\_ surveys, \_\_\_\_\_ phone cards, and \$\_\_\_\_\_ from ASR.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Tear Here ↑ Top Copy for Distribution Coordinator ↑  
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↓ Bottom Copy for Survey ASR Survey Distributor ↓

I certify that I have distributed \_\_\_\_\_ surveys, \_\_\_\_\_ phone cards, and \$\_\_\_\_\_ to \_\_\_\_\_.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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## Re-Cap Instructions to be Reviewed with the Interviewer

Survey Distribution Coordinators are asked to provide every Survey Interviewer with these instructions at the time when surveys and supplies are handed out:

- Surveys must be completed in pencil, not pen.
- The response bubble needs to be completely filled in – not checked or crossed.
- All *questions* must be read to the respondent, except where there are instructions to skip to another question.
- All *responses or choices* need to be read to the respondent. This is very important.  
You may need to repeat the question when there are many options.
- If only one response is called for, do not accept multiple responses. Ask the respondent to choose only one.
- Conduct the interviews in the general area you received your surveys.
- Only interview one parent in a family or one person in a couple.
- Only administer 5 surveys representing 5 phone cards.