



KAISER PERMANENTE®

**Sr. Research Assistant/Research Associate I (#2/2)
Job Family: Research & Development**

Requisition ID: RE.0801459	Internal Post Date: 06/25/2008	Internal Post Expiration: 06/24/2010
Public Department Description: Division of Research	Facility Name: Regional Office	Work Location: 2000 Broadway, Oakland 94612
Position Type: FT or PT	Scheduled Hrs per Week: 20-40	Shift: Day
Working Hours (Start): See schedule below	Working Hours (End): See schedule below	Work Days: See schedule below
Job Code: 967013	Grade/Salary Range:	Employee Group: Non-Union, Non-Exempt
Division: Regional Offices	EEO Category: 5A - Secretary/Specialized Support	AAP Goal: Asian
Entity/Loc Code/Cost Center: 1.015.9358	Replacement? Addition	Replacement Name:
Hiring Manager: John Hsu	ERAP: N	Recruiter: Chris Jones

Qualifications:

This position supports Kaiser Permanente's code of conduct and compliance by adhering to all laws and regulations, accreditation and Licensure requirements, and internal policies and procedures. Kaiser Permanente is proud to be an equal opportunity/affirmative action employer.

DEPARTMENT: DIVISION OF RESEARCH

SCHEDULE: Part-time/Full-time Regular; 20-40 hours per week; Day Shift; Scheduled day and time are contingent on departmental needs.

This position is expected to continue for two years work or pending continuation of grant/contract funding.

EDUCATION/LICENSE/CERTIFICATION: Associate degree or equivalent experience required. Bachelor's degree or equivalent experience preferred.

POSITION SUMMARY:

Conducts telephone or in-person interviews with study participants. Recruits and consents study participants. Assists in training new study staff in study protocols and provides instruction to study participants. Uses computer software to provide basic data management and generate reports.

QUALIFICATIONS:

Minimum of one-year experience in a research/health care environment required. Bachelor's degree may

substitute for experience in field. Excellent interpersonal and communication skills; telephone skills required. Experience and knowledge of computer applications, such as word processing and database software, required. Previous interviewing experience required. Familiar with medical terminology. Experience in editing/coding questionnaires required.

Must be able to work in a Labor/Management Partnership environment.

SKILLS TESTING: N/A

DUTIES:

Assists in training new study staff in protocols and implementation of study goals/objectives. Provides instruction to participants to teach them how to perform specific study protocols. Prepares computer-generated reports, including statistical tables. Answers participants' and providers' questions. Screens and recruits participants; obtains consent.

Schedules examination appointments for study participants. Conducts telephone or in-person interviews with study participants and providers. Reviews questionnaires for completeness and accuracy; checks for inconsistencies; and codes open-ended questions. Assists with all aspects of mailed surveys. Monitors participants' progress (e.g., blood pressure, exercise, response to questionnaires, tracking, etc.). Provides basic data management using database software. Maintains all pertinent project records and files. Transcribes data from records to forms.

Consistently supports compliance and the Principles of Responsibility (Kaiser Permanente's Code of Conduct) by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licenser requirements (if applicable), and Kaiser Permanente's policies and procedures.