



KAISER PERMANENTE®

**Research Assistant/Interviewer - Grade 8
Job Family: Research & Development**

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| Requisition ID: RE.0801460 | 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: 967012 | 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: 1.015.9313 | Replacement? Addition | Replacement Name: |
| Hiring Manager: Roxana Odouli | 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; Shift times and days will vary depending on departmental need.

This is a term position expected duration from May 2008 through June 2011 or pending continuation of grant/contract funding. The availability of the position after June 2011 will depend on the availability of grant/contract funds.

POSITION SUMMARY:

Recruits and screens study participants. Conducts telephone or in-person interviews with study participants. Edits and codes questionnaire data. Prepares forms and maintains accurate records and files.

EDUCATION/LICENSE/CERTIFICATION: High school diploma or equivalent required. Associate's degree or equivalent experience preferred.

PREFERRED EDUCATION: Bachelor's degree or equivalent experience in a health-related, social or behavioral sciences preferred.

QUALIFICATIONS:

Previous experience in a research/health care environment preferred.

Excellent interpersonal and communication skills; telephone skills required.

Previous interviewing experience preferred. Experience and knowledge of computer applications, such as word processing and database software, preferred. Familiar with medical terminology. Familiarity with editing/coding questionnaires preferred. Must be able to work in a Labor/Management Partnership environment.

PREFERRED QUALIFICATIONS:

Preferred 3-5 yrs of experience in a research/health care environment. Excellent interpersonal and communication skills required. Previous recruiting and interviewing experience required. Previous experience coding and editing questionnaires desirable. Excellent teamwork and communications skills, exhibiting a professional manner with a high degree of tact and courtesy when interacting with study participants and staff. Familiar with medical terminology. Must be punctual and dependable, well-organized and pay attention to detail. Must have a car as travel is required. Must be willing to work evenings and weekends. Commitment of at least two years to the job.

Special Job Features (e.g. odd hours, travel, etc.)

Will require occasional work on evening and weekends. Car is necessary as travel is required (mileage will be reimbursed).

SKILLS TESTING: N/A

DUTIES:

Answers participants' questions and assists in screening, recruiting, and consenting patients. Contacts patients who do not respond to mailings.

Schedules examination appointments for study participants. Conducts structured telephone or in-person interviews with study participants.

Reviews questionnaires for completeness and accuracy; checks for inconsistencies; and codes open-ended questions. Prepares, mails, and processes questionnaires. Assists in tracing study participants.

Prepares data for electronic processing. Keeps accurate records and files.

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.

OTHER DUTIES:

This position is for a variety of pregnancy outcomes studies. Candidate will recruit participants, interview them in-person, and collect saliva samples. Edit and code questionnaires in preparation for data entry, assist in data cleaning, and maintain meticulous records and files.