



KAISER PERMANENTE®

Research Assistant or Sr. Research Assistant

Requisition ID: RE.0801600	Internal Post Date: 07/16/2008	Internal Post Expiration: 07/15/2010
Public Department Description: Division of Research	Facility Name: Regional Office	Work Location: 2000 Broadway, Oakland 94612
Position Type: Part-Time Regular	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: 1.015.9326	Replacement? Addition	Replacement Name:
Hiring Manager: Hiring Manager	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.

Able to work some weekends and evenings as necessary.

Expected length of employment from June 2008 - December 2009.

This position is expected to continue for 1 year work or pending continuation of grant/contract funding.

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.

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:

Previous experience interviewing is required. Must be outgoing, have excellent communication skills, and an ability to communicate with people of diverse racial and educational backgrounds. Candidate must be organized, dependable, and have the ability to work a flexible schedule that may include evening and weekend hours.

Travel is required. Must have own car and valid California driver's license (mileage reimbursed).

Previous work with cancer patients is preferred. Certification to draw blood in California (nurse or phlebotomist) a plus.

Fluency in Spanish or Cantonese is a plus.

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:

The Division of Research (DOR) at Kaiser Permanente is seeking an organized, self motivated candidate with excellent interpersonal skills to recruit and interview women with breast cancer in the Fremont/Hayward area for a long-term study of breast cancer survivorship. The position is part-time (20+ hours/wk) and includes benefits.

Responsibilities include:

Conducting phone interviews to recruit participants and determining eligibility for study

Scheduling, consenting, and conducting in-person interviews in order to obtain detailed information about certain lifestyle factors, medical and family history, and physical measurements.

Contacting participants who do not respond to mailings and conducting follow-up interviews.

Serving as a contact person for study participants and answering questions as needed.

Reviewing questionnaires for completeness and accuracy and checking for inconsistencies.

Arranging to collect (or collecting) blood draw and saliva sample from study participants.

Assisting with training of other recruiters and protocol implementation as needed.

Assisting in preparing, mailing and processing questionnaires as needed.

Keeping accurate records and files.

Communicating on regular basis with Project Coordinator and other study staff regarding study issues.

Participating in staff conference calls twice a month.