

JOB ANNOUNCEMENT

POSITION: Research Coordinator

FILING DEADLINE: Applications with resumes and cover letters are being accepted until the position is filled. Applications and detailed job descriptions may be obtained at the above address.

DESCRIPTION OF DUTIES: Assists in coordinating routine activities associated with research projects to include data maintenance, grant expenditure adherence, project evaluation, meeting scheduling, research subject interfacing, light clerical duties and control of equipment and supplies. Interacts regularly with other project sites. Reviews literature for related research developments and techniques, compiles findings and generates reports. Serves as project liaison to other departments, outside organizations, government agencies and product representatives. Performs related responsibilities as required.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

POSITION REQUIREMENTS: **Required** – A Master's Degree from an accredited school of social work or related field and a combination of education and experience; and knowledge and abilities to successfully perform the duties assigned to the position. Minimum of one year experience working in the field of HIV/AIDS, or a medical setting, or related field. Demonstrated experience in communicating effectively and interacting with clients and staff with diverse social, cultural and economic backgrounds. Demonstrated skill in social work assessment of and interventions with individuals and families impacted by co-occurring conditions, chronic disease, loss, and threat of death. Demonstrated ability to deliver care in an ethical, nonjudgmental, culturally competent, and nondiscriminatory manner. Excellent interpersonal skills to interact effectively with ethnically and culturally diverse populations and co-workers, respecting confidentiality and exercising tact, flexibility, and diplomacy.

Demonstrated experience communicating and working effectively with a multidisciplinary team. Demonstrated experience thinking creatively and efficiently, to assess, analyze and solve problems. Ability to respect confidentiality and professional judgment to interpret, clarify, and report information to patients, family members, and staff. Ability to read medical records, abstract data, analyze materials and offer recommendations to improve program services. Ability to effectively facilitate meetings and assist groups to reach goals and objectives. Ability to facilitate client skills

Any provisions contained in this job announcement may be modified or revoked without notice.

development and respond appropriately in crisis situations.

Excellent communication, public speaking and presentation skills with the ability to educate the clients, staff and community. Must be able to work independently and with a team, set priorities, problem solve, organize and complete multiple tasks and projects efficiently. Ability to initiate, develop and maintain effective linkages and partnership with community based agencies. Demonstrated experience using computer software to collect data and to prepare reports as well as programs such as Microsoft Word, PowerPoint, Publisher, Excel and Access. Familiarity with local HIV/AIDS and non-HIV specific resources for health and social service needs of target populations served.

Employee must be comfortable and experienced in discussing sexual orientation, sexual behaviors, needle use, and other risk behaviors with individuals and small groups; will be familiar with the characteristics of the target population, including knowledge of and access to places where staff is likely to encounter members of the target population in settings conducive to dialogue and intervention; and will maintain the established relationship with the target population in order to maintain our agencies' established trust and credibility in the community.

Must be well organized and detail oriented. Strong interpersonal and communication skills, in person and on the telephone, including tact, diplomacy, and flexibility are required. Employee must demonstrate ability to work effectively with others (including co-workers, clients, service providers and others) by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; and addressing the diversity of our work force in actions, words and deeds.

Must be willing and able to travel to client homes, community meetings, and occasional out-of-town conferences. As this position requires driving duties, employees must possess a valid Driver's License with access to reliable personal transportation, as well as proof of current vehicle insurance in good standing. Employees must provide a recent DMV H-6 printout to be kept on file and will be included on a regular DMV Pull Notice system for routine review of driving records.

Preferred - Knowledge of the physical, emotional, social, financial impact of HIV/AIDS on infected and affected individuals, couples and families. Demonstrated experience with social work interventions specific to the HIV



2440 Third Avenue
San Diego, CA 92101
Tel: (619) 702-4186
Fax: (619) 702-5924
www.ChristiesPlace.org

population, and required documentation, in cases of suspected child abuse/neglect, domestic violence, elder/dependent adult abuse, chemical dependency and mental health crisis. Working knowledge of medical terminology particularly as it relates to HIV disease. Demonstrated experience in preparing and providing educational HIV presentations to consumers, professionals, and lay audiences. Demonstrated skill in mental health assessments and interventions with individuals and families impacted by chronic disease, loss, and threat of death.

- EXPERIENCE:** One to three years.
- HOURS:** Non-exempt position, 32 hours a week.
- BENEFITS:** Vacation, Sick Leave, Holiday Pay, Health Benefits
- FILING APPLICATIONS:** Applicants must clearly demonstrate that they meet the minimum requirements. Applications must be filled out completely, legibly and may be submitted in person, by mail or by email. All statements will be subject to verification and investigation.
- CONTACT PERSON:** Erin C. Falvey-Hogue, Ph.D.
Executive Director
falvey@christiesplace.org