

Research Associate

Reports to: Director of Research and Service Initiatives
Center: Risk Reduction

Description: The Risk Reduction Unit (RRU) utilizes an innovative approach that develops culturally competent strategies for reducing high risk behaviors among vulnerable populations in our community. The Risk Reduction Unit has a part-time (20 hours/week) opening available immediately for a Research Associate, who will be primarily responsible for planning and implementing formative research for the iQuit Program and developing and managing the data system for the operation and evaluation of the project's peer coaching services. This five-year program will test the efficacy of patient incentives in improving the likelihood that Medicaid recipients will stop smoking.

Duties and Responsibilities:

- Plans and conducts focus groups, and transcribes and analyzes focus group data
- Creates data base(s) for all project data needed for client tracking, recording of services, quality control and evaluation
- Receives, reviews, manages and cleans peer coaching quantitative outcome and other data for preparing analytic reports for project meetings
- Presents project findings at project related meetings to help improve the fidelity and effectiveness of the project
- Works with project staff to ensure that all data needed for the project evaluation are collected and recorded accurately
- Conducts regular quality control assessments and reports/rectifies gaps and errors in data collection
- Leads the training of staff in data collection, including re-training as needed
- Attends evaluation-related project activities as needed and records qualitative data on these activities
- Flags deviations from the project plan as well as barriers to implementation of the plan
- Reviews peer coaching records to record data relevant to the meeting of project goals and objectives
- Prepares evaluation reports on a regular basis for presentation at project meetings
- Participates in project meetings, and evaluation meetings as appropriate
- Serves as liaison with collaborators and funders for the meeting of project deadlines as it relates to program data

Minimum Qualifications:

- MA or equivalent degree in a health, public health, social science, program evaluation or related field
- Knowledge of Community Based Participatory Research (CBPR) and qualitative data analyses
- Minimum of two years experience in program evaluation, involving data management and analysis, assessment of client files and client interviewing, among other tasks
- Strong organizational skills, meticulous attention to detail.
- Strong skills in data entry, cleaning, management and analysis
- Bilingual English and Spanish

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- Reliable transportation and valid CT driver's license

Experience:

- General knowledge of Medicaid populations & smoking cessation issues

Additional attributes:

- Strong interest in community based health work
- Team player – works well with people of diverse ethnic and socio-economic backgrounds

Interested candidates please send resume and cover letter to:

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