

VA PORTLAND HEALTH CARE SYSTEM (VAPORHCS) Job Vacancy List

This document is updated as vacancies become available, please check back often. Application instructions are unique to each vacancy, please read each vacancy carefully.

Quick Links: [Clinical Research](#) [Biomedical Research](#) [Administration](#) [PVARF](#)

Clinical Research

[Health Technician, full-time, \\$38,803 \(GS-6\) / \\$43,120 \(GS-7\) + Benefits](#)

Under the supervision of the Director and/or Associate Director of the VA Center to Improve Veteran Involvement in Care (CIVIC) and CIVIC Core Investigators (PIs), the Research Assistant provides support to CIVIC and multiple projects intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to Veteran-centric care and strategies to enhance Veteran-clinician collaboration, as well as studies of chronic and comorbid conditions, pain and substance use disorders, suicide prevention, lung cancer, social networking, post-deployment conditions, and inter-professional learning.

[Health Technician, full-time, \\$38,803 \(GS-6\) / \\$43,120 \(GS-7\) + Benefits](#)

The duties of this position include: coordinates multiple simultaneous projects; develops project timelines and maintains project management databases; works with investigators and research staff to ensure tasks are completed and deadlines are met; maintains bibliographic research databases of journal citations/abstracts using EndNote; retrieves, researches, and tracks status of journal articles from the OHSU/VA libraries and Inter-Library Loan; prepares research materials for meetings; assists investigators and research staff with research data abstraction-related tasks and preparation; formats and edits research materials for consistency, such as summary reports, supporting research documents (e.g. appendices, figures, tables) and scientific manuscripts, assists with other tasks as requested by the project manager, investigators, and project staff assigned to specific research topics.

[Health Technician, full-time, \\$38,803 \(GS-6\) / \\$43,120 \(GS-7\) + Benefits](#)

Under the supervision of the VA PI for the CART (Collaborative Aging Research Using Technology) initiative, a Health Services Research & Development (HSR&D) project, the Technical Research Assistant serves the CART project which intendeds to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. This research will create a nationwide home-based system for research that will determine how we can optimally enhance the health and wellbeing of all older adults. This position will require driving to Portland VA study participant homes, up to 250 miles away from Portland.

[Health Science Specialist, full-time, \\$53,738 \(GS-9\) + Benefits](#)

The Health Science Specialist's primary focus will be to produce a variety of [Rapid Response Evidence Products](#) and initial Scoping Briefs of systematic review topics for assignment to ESP Centers. Review topics often focus on health services delivery and policy and process of care and address the broader social issues among Veterans. Because of the emphasis on collaboration between VA operations and the evidence review team, ESP work products can have a strong impact on national policy.

[Health Science Specialist, full-time, \\$53,738 \(GS-9\) / \\$65,017 \(GS-11\) + Benefits](#)

We are looking for a motivated and independent Project Manager or Research Team Manager for a full-time position to assist a Principle Investigator (PI) in the VA Center to Improve Veteran Involvement in Care (CIVIC) with multiple research projects intended to advance the prevention and treatment of common and important mental health issues and conditions that affect Veterans. Specific projects topics are related to suicide prevention, social isolation/loneliness, social media use, mental health outreach and help-seeking, and reducing healthcare appointment no-shows. These research projects employ a health services research framework and typically include mixed methods data analysis. The ideal candidate will be skilled in both project management and some aspect of data analysis relevant to human subjects or health services research. Candidates experienced with either quantitative or qualitative data analysis, as well as manuscript-writing, are preferred.

Biomedical Research

No current openings

Administration Positions

No current openings

Portland VA Research Foundation Positions

Additional career opportunities can be found at the VAPORHCS affiliate non-profit Web site at: <http://www.pvarf.org/careers.php>

CLINICAL RESEARCH

Title: Health Technician (GS-6 / GS-7)

Expected starting salary: \$38,022 (GS-6) / \$46,793 (GS-7) + Benefits

FTE: 1.0

Position Summary

Under the supervision of the VA PI for the CART (Collaborative Aging Research Using Technology) initiative, a Health Services Research & Development (HSR&D) project, the Technical Research Assistant serves the CART project which intendeds to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. This research will create a nationwide home-based system for research that will determine how we can optimally enhance the health and wellbeing of all older adults. This position will require driving to Portland VA study participant homes, up to 250 miles away from Portland.

Responsibilities

The Research Assistant/Associate will perform a variety of research support tasks. Tasks will be commensurate with training and experience and may include:

- Unpack, setup, configure and install the CART in-home technology platforms for the home of CART study participants;
- Maintain equipment inventory for project, ensuring that new hardware is entered into the system when it arrives and that all equipment is properly signed out;
- Troubleshooting both software and hardware, including wireless setup and configuration;
- Monitoring the data quality from the CART homes;
- Data entry, database management, and in some cases, data analysis;
- Testing new equipment;
- Liaison with VA IT services to ensure research team has access to software/hardware
- Completing additional administrative tasks in support of the CART project.

Experience

Qualifications:

- **Required:**
 - Bachelor's degree in social, technical or biological science;
 - Strong organizational and computer skills;
 - Critical thinking skills and the ability to learn and integrate new information quickly;
 - Demonstrated ability to communicate effectively (both written and oral); to attend to numerous details and to multitask efficiently; to organize and maintain project records; and to work independently and collaboratively;
 - Ability to interact patiently and respectfully with elderly Veteran volunteers.
- **Preferred:**
 - Experience working with elderly populations or Veterans;
 - Computer programming experience;
 - Technology support experience;
 - Research experience, familiarity with research methods;
 - Experience with command-line Linux;
 - MySQL server experience.

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CLINICAL RESEARCH

Candidates must be US citizens. Depending on the candidate's experience, the target salary will be in the GS-6 to GS-9 range according to the Office of Personnel Management General Schedule table at opm.gov.

Interested candidates should send a cover letter and resume/CV to Nicole Sharma, by email at sharmani@ohsu.edu with the subject line 'VA CART Technical Research Assistant'.

CLINICAL RESEARCH

Title: Research Health Science Specialist (GS-9 / GS-11)

Expected starting salary: \$53,738 (GS-9) / \$65,017 (GS-11) + Benefits

FTE: 1.0

Position Summary

We are looking for a motivated and independent Project Manager or Research Team Manager for a full-time position to assist a Principle Investigator (PI) in the VA Center to Improve Veteran Involvement in Care (CIVIC) with multiple research projects intended to advance the prevention and treatment of common and important mental health issues and conditions that affect Veterans. Specific projects topics are related to suicide prevention, social isolation/loneliness, social media use, mental health outreach and help-seeking, and reducing healthcare appointment no-shows. These research projects employ a health services research framework and typically include mixed methods data analysis. The ideal candidate will be skilled in both project management and some aspect of data analysis relevant to human subjects or health services research. Candidates experienced with either quantitative or qualitative data analysis, as well as manuscript-writing, are preferred.

Responsibilities

The primary responsibility is to maintain day-to-day oversight and organization of a portfolio of studies, which may include:

- Supervising research assistants
- Developing study standard operating procedures and ensuring study activities are being conducted with fidelity to research protocols
- Overseeing recruitment of study subjects
- Conduct preliminary data analyses
- Contributing to the writing and preparation of scholarly manuscripts for scientific journals and presentations of study findings at professional meetings.
- Maintaining Institutional Review Board and other regulatory compliance
- Budget management
- Grant submission

Experience

Minimum Requirements:

- Master's degree in a relevant field (e.g., M.P.H., M.P.P., M.S.)
- Experience working in human subjects or health services research
- Experience developing budget and personnel forecasts within a research setting
- Experience working on multiple prior research studies as a research associate or similar position
- Ability to multitask and prioritize projects
- Rigorous attention to detail and record keeping
- Demonstrated experience writing reports that summarize projects and effectively present findings
- Demonstrated ability to work collaboratively with subject-matter specialists and stakeholders in a variety of fields
- Resourcefulness and professional judgment

CLINICAL RESEARCH

- Strong conceptual and analytic skills, oral and written communication skills, and ability to work independently

Preferred:

- Knowledge of VA policies, procedures, and guidelines that govern projects, including those specific to research-based projects (e.g., IRB)
- Experience conducting quantitative data analysis using statistical software (e.g., Stata), or experience conducting qualitative interviews or analyzing qualitative data
- Experience using data management programs/software such as REDCap
- Social media marketing and/or website maintenance skills

Candidates must be US citizens. Interested candidates should send a cover letter and a resume/CV to Heather Marsh, MA, by email at Heather.Marsh1@va.gov with the subject line 'Research Health Science Specialist.

CLINICAL RESEARCH

Title: Research Assistant/Associate

Starting salary: \$39,533 (GS-6) to \$43,9354 (GS-7) + benefits, depending on education and experience

FTE: 1.0

Position Summary

Under the supervision of the Director and/or Associate Director of the VA Center to Improve Veteran Involvement in Care (CIVIC) and CIVIC Core Investigators (PIs), the Research Assistant provides support to CIVIC and multiple projects intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to Veteran-centric care and strategies to enhance Veteran-clinician collaboration, as well as studies of chronic and comorbid conditions, pain and substance use disorders, suicide prevention, lung cancer, social networking, post-deployment conditions, and inter-professional learning.

Responsibilities

The Research Assistant will perform a variety of tasks for several research teams and/or the Center. The incumbent's primary responsibilities will support Center Investigators' operations and project objectives. Tasks will be commensurate with training and experience and may include:

- Managing communications with study personnel and consultants
- Facilitating Institutional Review Board approvals or data requests;
- Helping investigators plan and manage travel
- Supporting Veteran engagement initiatives;
- Transcription of research audio recordings;
- Data entry and/or database management;
- Basic data analysis and reporting;
- Study coordination;
- Subject recruitment;
- Collecting research data from subjects;
- Monitoring regulatory compliance of projects;
- Assisting with grant and report preparation;
- Web design/website management
- Completing additional administrative tasks to support individual projects and the Center.

Experience

Qualifications:

- **Required:**
 - Bachelor's or Master's degree
 - At least one-year experience in a research setting;
 - Strong organizational and computer skills.
 - Experience with Microsoft Office Suite database software such as Access or Excel
 - Ability to communicate effectively (written and oral); attend to numerous details and multitask efficiently; organize and maintain project records; and work independently and collaboratively
 - **Must be a US citizen** (US Federal Government-funded position)

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- **Preferred:**

- Basic website maintenance skills and experience;
- Experience coordinating regulatory paperwork for human subjects research;
- Experience writing and preparing quantitative reports
- Experience with qualitative and qualitative research

Interested candidates should send a cover letter and a resume/CV to Greg Sebastian by email at Gregory.Sebastian@va.gov with the subject line 'Research Assistant'.

CLINICAL RESEARCH

Title: Health Science Specialist (Research Associate)

Salary range: \$53,738 to \$69,860 (GS-9) + Benefits

FTE: 1.0

Background

This position is housed in Research and Development Service located at the VA Portland Health Care System in Portland, Oregon. The incumbent will serve as a Health Science Specialist (Research Associate) for the Coordinating Center (ESPCC) of the [Evidence-based Synthesis Program \(ESP\)](#).

Established in 2007, the ESP makes high quality evidence synthesis available to clinicians, managers and policymakers as they work to improve the health and healthcare of Veterans. As part of the Quality Enhancement Research Initiative (QUERI) program, ESP is helping VA fulfill its vision of functioning as a continuously "learning healthcare system" to improve veteran health and health care. ESP achieves this by providing timely, targeted, thorough, unbiased and innovative syntheses of the medical literature for Veterans Health Administration (VHA) to translate into evidence-based clinical practice and policy, quality improvement and implementation, and future research initiatives at the national level.

Our program consists of four ESP Centers, each with an active University affiliation, and a Coordinating Center. Center directors are recognized leaders in the systematic review field with close ties to the AHRQ Evidence-based Practice Centers and Cochrane Collaboration and are practicing clinicians in the VA. This unique expertise enables ESP to produce comprehensive reports that answer a wide range of research questions in a variety of clinical and health system settings with a special emphasis on the Veteran population and geared towards helping VA leadership with policy and clinical decision making.

The ESPCC is charged with oversight of national ESP program operations, program development and evaluation, and dissemination efforts. The ESPCC establishes standard operating procedures for the production of evidence synthesis reports; facilitates a national topic nomination, prioritization, and selection process; manages the research portfolio of each Center; facilitates editorial review processes; ensures methodological consistency and quality of products; produces Rapid Response Evidence Briefs at the request of VHA senior leadership; collaborates with HSR&D Center for Information Dissemination and Education Resources (CIDER) to develop a national dissemination strategy for all ESP products; and interfaces with stakeholders to effectively engage the program.

Major Duties

The Health Science Specialist's primary focus will be to produce a variety of [Rapid Response Evidence Products](#) and initial Scoping Briefs of systematic review topics for assignment to ESP Centers. Review topics often focus on health services delivery and policy and process of care and address the broader social issues among Veterans. Because of the emphasis on collaboration between VA operations and the evidence review team, ESP work products can have a strong impact on national policy.

- Assists PI in developing and refining Key Questions and inclusion/exclusion criteria for evidence synthesis reports.
- Reviews abstracts and full texts of scientific research studies for inclusion/exclusion; extracting relevant data.

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- Assesses the internal validity of studies using pre-established quality/risk of bias criteria; assesses the strength of the evidence using a structured tool.
- Drafts components of evidence synthesis reports including: background, methods, results, data synthesis, discussion, and executive summary for PI review.
- Adjudicates peer review comments; makes appropriate revisions to draft, and finalizes evidence synthesis report.
- Designs, builds and implements project specific databases (e.g., bibliographic) and/or spreadsheets.
- Designs data gathering tools and trains multidisciplinary team on the use of those tools to ensure data validity and reliability.
- Develops evidence tables, figures and other supportive documents.
- Performs basic statistical analysis.
- Manages editing and final preparation of evidence synthesis report as specified by program style guidelines.
- Prepares manuscripts for publication in scientific journals.
- Develops PowerPoint presentation of report findings for VHA leadership briefings, cyberseminars, or other dissemination venues.
- Presents report findings in person or by conference call to a variety of audiences.
- Coordinates the production time line and assignment of tasks for evidence synthesis report teams, assures submission deadlines are met.
- Mentors evidence synthesis report teams, comprised of clinicians, health services investigators, technicians, and students on study protocols.
- Meets with research team to review study protocols and train them on systematic review techniques to ensure validity and reliability of data collected.
- Designs and implements study specific trainings for study team personnel as needed.

Qualifications:

Required

- Master's degree in public health, epidemiology, health policy/services, medical anthropology/sociology, or behavioral sciences.
- 2 years of experience working in a research setting
- Ability to write concise summaries of findings and synthesis of data
- Ability to effectively communicate report findings via publication and/or presentation
- Proficiency using scientific literature search engines
- Exceptional organizational skills with proven ability to prioritize competing priorities, follow through on tasks and meet deliverables.
- Excellent communication skills, including verbal, written, computer, and interpersonal.
- Self-motivated with demonstrated ability to work independently and as a contributing member of a multidisciplinary team.
- Proficiency in Word, Excel, Access, PowerPoint, and Outlook.
- Aptitude for learning new software tools and technology.
- Excellent customer service skills both on the phone and in person.
- Ability to use tact and diplomacy to maintain effective working relationships.
- Ability to anticipate needs and problem solve.
- Patient, dependable, conscientious and efficient.
- High degree of initiative and flexibility.

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Preferred

- Experience applying the principles, practices, procedures, and techniques to conduct systematic reviews of scientific literature, including the ability to read and assess the internal validity and strength of evidence of scientific research studies.
- Experience using reference management software (e.g., EndNote, RevMan).
- Experience with qualitative analysis techniques and software tools

Working Conditions

Primarily indoor office environment; requires work hours beyond standard office hours as needed. The position requires that work be conducted on site.

Physical Demands & Equipment Usage

Ability to sit for long periods of time in an office environment or meeting setting; ability to be move about between meetings, across campus, and across Portland to other sites as well as air travel; and ability to lift and carry 20 pounds.

Candidates must be US citizens. Interested candidates should send a cover letter, resume/CV and list of 3 references to Nicole Floyd, by email at nicole.floyd@va.gov with the subject line 'Health Science Specialist' by September 4, 2018 for first consideration.

CLINICAL RESEARCH

Title: Research Assistant

Expected starting salary: \$39,533 (GS-6) / \$43,9323 (GS-7) + Benefits

FTE: 1.0

Position Summary

We are looking for a motivated Research Assistant for a full-time position in the [VA Evidence-based Synthesis Program](#) Coordinating Center (ESP CC) located at the Portland VA Medical Center to help coordinate the work of a research team on a variety of [Rapid Response Evidence Products](#) and initial Scoping Briefs of systematic review topics for assignment to ESP Centers. Review topics often focus on health services delivery and policy and process of care and address the broader social issues among Veterans. Because of the emphasis on collaboration between VA operations and the evidence review team, ESP work products can have a strong impact on national policy.

The duties of this position include: coordinates multiple simultaneous projects; develops project timelines and maintains project management databases; works with investigators and research staff to ensure tasks are completed and deadlines are met; maintains bibliographic research databases of journal citations/abstracts using EndNote; retrieves, researches, and tracks status of journal articles from the OHSU/VA libraries and Inter-Library Loan; prepares research materials for meetings; assists investigators and research staff with research data abstraction-related tasks and preparation; formats and edits research materials for consistency, such as summary reports, supporting research documents (e.g. appendices, figures, tables) and scientific manuscripts, assists with other tasks as requested by the project manager, investigators, and project staff assigned to specific research topics.

Responsibilities

The Research Assistant will work with the research team and perform a variety of research support commensurate with training and experience, which may include:

Coordinate the work of a research team

- Coordinate internal and external project meetings, including scheduling meetings based on each participant's availability, scheduling rooms, reserving teleconference lines, drafting meeting agendas and materials, sending meeting notices with needed materials, confirming attendance, and taking meeting minutes.
- Develop project timelines and track assignment and completion of tasks for evidence synthesis report production, assure submission deadlines are met. Provides progress and end of year reporting on productivity.
- Manage project management databases.

Article retrieval

- Retrieves articles from various sources, including VA and OHSU libraries.
- Process and track inter-library loan requests; organizes and distributes articles to research team.
- Reviews Scientific Information submissions, Clinicaltrials.gov and other sources to identify and retrieves additional citations.
- Conducts web searches for gray literature and background information on research topics.

Citation management

- Manages article retrieval and classification using bibliographic software (EndNote).

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- Enters article classification codes into EndNote.
- Periodically verifies article classification status and takes steps to correct/complete coding.

Preparation of supporting materials for scientific reports and manuscripts

- Prepares appendices, figures/visual diagrams, and tables.
- Assists with data abstraction from published studies.
- Formats and edits research materials for consistency.
- Prepares peer review and public comment disposition documents.
- Uses EndNote to produce accurately formatted bibliographies.
- Uses EndNote to produce results of study selection process (PRISMA diagram)

Qualifications:

Required

- Bachelor's degree in social or health science or related field.
- One year of research or administrative experience.
- Exceptional organizational skills with proven ability to prioritize competing priorities, follow through on tasks and meet deliverables.
- Excellent communication skills, including verbal, written, computer, and interpersonal.
- Self-motivated with demonstrated ability to work independently and as a contributing member of a multidisciplinary team.
- Proficiency in Word, Excel, Access, PowerPoint, and Outlook.
- Aptitude for learning new software tools and technology.
- Excellent customer service skills both on the phone and in person.
- Ability to use tact and diplomacy to maintain effective working relationships.
- Ability to anticipate needs and problem solve.
- Patient, dependable, conscientious and efficient.
- High degree of initiative and flexibility.

Preferred

- 2+ years administrative or research experience
- Courses in epidemiology, research methods, statistics, and/or scientific or technical writing.
- Experience using reference management software (e.g., EndNote, RevMan).
- Experience with qualitative analysis techniques and software tools

Working Conditions

Primarily indoor office environment; requires work hours beyond standard office hours as needed. The position requires that work be conducted on site.

Physical Demands & Equipment Usage

Ability to sit for long periods of time in an office environment or meeting setting; ability to be move about between meetings, across campus, and across Portland to other sites as well as air travel; and ability to lift and carry 20 pounds.

Candidates must be US citizens. Interested candidates should send a cover letter and a resume/CV to Nicole Floyd, by email at nicole.floyd@va.gov with the subject line 'Research Assistant'.