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**
We are looking for a motivated and independent Research Assistant 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 social isolation, social media use, depression and suicide prevention, and reducing no-show rates and improving patient access. These research projects employ a health services research framework and typically include collection and analysis of both quantitative and qualitative data.

**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 Administrative Assistant (Health Technician) provides administrative 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**
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.
Clinical Research Health Technician, full-time, $43,932 + Benefits
The incumbent will support one or more Local Site Investigators (LSI) in the support of one or more VA Cooperative Studies Programs (CSP) randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trials involving experimental and observational research in healthcare. The incumbent will primarily be working with a diversified population of United States Veterans. This work may include some local travel and with other collaborating research institutions in the Portland, Oregon/SW Washington region, including VAPORHCS Community Based Outpatient Clinics (CBOCs).

Health Science Specialist, full-time, $53,738-$101,308 + Benefits
This is a staff position located in the Center to Improve Veteran Involvement in Care (CIVIC) on the VA Portland Health Care System campus. Under the direction of the Center Director and Principal Investigators (PIs), the Program Analyst helps conduct multiple transdisciplinary studies intended to advance the scientific understanding of common and important health care problems that affect veterans.

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 idea 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.

Health Science Specialist, full-time, $65,017 + Benefits
The incumbent will support Local Site Investigators (LSIs) in the coordination of one or more VA Cooperative Studies Programs (CSP) randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trial involving experimental and observational research in healthcare. The incumbent will primarily be working with a diversified population of United States Veterans, as well as the potential of working within the community and with other collaborating research institutions in the Portland, Oregon/SW Washington region, including the VAPORHCS Community Based Outpatient Clinics (CBOCs) within the Portland, Oregon Metro area.

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](http://www.pvarf.org/careers.php)
Title: Research Nurse Coordinator
Salary Commensurate with Education and Experience ($67,652-$113,737) + Benefits
FTE: 1.0

Research and Development Service, located within the VA Portland Health Care System (in Portland, Oregon), is recruiting for a full-time Nurse Care Manager (NCM) for a clinical research project. The incumbent will provide clinical services as part of a randomized clinical trial aimed at improving the safety of prescription opioid medications for patients with chronic pain.

The NCM will conduct initial assessments of patients with chronic pain to assess issues related to medication safety. The NCM will track patients enrolled in the trial and offer decision support to primary care clinical teams. The NCM will document all services provided to patients in a research database.

Basic Entry Level Requirements:
Applicants must be graduates from a school of professional nursing approved by the appropriate State-accrediting agency and accredited by one of the following accrediting bodies at the time the program was completed by the applicant: The National League for Nursing Accrediting Commission (NLNAC) or The Commission on Collegiate Nursing Education (CCNE); have a current, full, active, and unrestricted registration as a graduate professional nurse in a State, Territory or Commonwealth (i.e., Puerto Rico) of the United States, or the District of Columbia (in cases of graduates of foreign schools of professional nursing, possession of current, full, active and unrestricted registration will meet the requirement of graduation from an approved school of professional nursing); must be proficient in spoken and written English and must be a citizen of the United States.

The Nurse Care Manager will have clinical training as a registered nurse and have a clinical background in chronic disease management and outpatient treatment. The preferred candidate will have experience working with patients with chronic pain, substance use disorders, and/or prior experience in clinical research.

How to Apply:
Interested candidates should send a resume/CV and cover letter to Melissa Adams, M.A., Study Coordinator, melissa.adams1@va.gov.
Title: Health Technician
Clinical Research Assistant
Expected Salary: $43,932 year + Benefits
FTE: 1.0

Position Summary
This is a Clinical Research position is located in the Research and Development Service of the Veterans Administration Portland Healthcare Systems (VAPORHCS) in Portland, Oregon. The incumbent will support one or more Local Site Investigators (LSI) in the support of one or more VA Cooperative Studies Programs (CSP) randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trials involving experimental and observational research in healthcare. The incumbent will primarily be working with a diversified population of United States Veterans. This work may include some local travel and with other collaborating research institutions in the Portland, Oregon/SW Washington region, including VAPORHCS Community Based Outpatient Clinics (CBOCs).

This position will entail assisting in the coordination, management and execution of multiple elements in human subjects' research, with primary emphasis on enrollment, regulatory compliance, data quality, and other approved enhancements of research efforts. Successful candidates must be comfortable stepping in as a CSP support study staff facilitator on short notice. Flexibility, time management and a team-based aptitude are key.

Job Requirements
- Bachelor’s degree; preferably in a scientific or social science discipline (e.g., public health, biology, psychology/psychiatry/mental health, sociology, hematology/oncology, cardiology, endocrinology, endoscopy, gastroenterology, geriatrics, nephrology, pulmonology, rheumatology, or similar field).
- Previous experience with human subjects’ research, including but not limited to knowledge of Good Clinical Practices (GCP), patient screening and informed consent, baseline, pre, post and follow-up interviewing, IRB, regulatory documentation,
- Experience working with clinicians, engineers, scientists, specialists, pre- and postdoctoral student trainees and technicians and other other staff affiliates in associated with clinical trial research.
- Work independently and as part of a team
- Take initiative to take on new and varied tasks associated with implementation of novel research
- Proficient with: MS Word, MS Excel, MS Access, MS Outlook, PowerPoint; a working knowledge of CPRS, VISTA, and other VA databases, and statistical programs a plus.
- Quickly learn new computer skills specific to the project.
- Communicate effectively and empathetically with patients and staff from diverse backgrounds
- Extremely detail oriented
Accurately transcribe and input written and recorded data into a database
Excellent customer service and patient centered focus.
Preferred experience in: (a) research investigatory processes; (b) study interviewing, including psychological and surgical survey administration; (c) compilation of data and development; (d) standard clinical procedures and clinical care sufficient to carry out routine clinical tasks, which may include collection of biological specimens (e.g. blood/phlebotomy); administration of routine clinical tests (e.g. weighing participants); multi-site studies; pharmaceutical, genomic, surgical/procedural, mental health and/or standard-of-care research programs, including randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trial.

Detailed Description
- Manage administrative requirements involving the Central and local VA IRBs. Maintain organized, accurate and IRB compliant study records.
- Coordinate and schedule multiple subject visits including following VA policies for processing patient reimbursements (when appropriate).
- Recruit patients in the VA community, including initial screening and engaging with the Veteran population.
- Review medical records and analyzes the patient population for research and recruitment purposes (inclusion/exclusion criteria),
- Conduct informed consent and administer surveys to study subjects, including baseline and follow-up, which may include in-person, teleconferencing and telephone communication.
- Assess the operational status of test equipment to ensure tests are conducted within appropriate limits.
- Execute safe, optimal testing; maintain research or laboratory environment in terms of equipment, supplies, calibration, and safety.
- Administer test procedures, which may include collecting, securing, processing, and shipping of blood/specimen samples; performing routine clinical tests.
- Develop and maintain electronic databases; assist and promote equipment interfacing and data compatibility within the research program.
- Provide timely assistance to the Local Site Investigator (LSI), the local CSP and other team members.
- Promote optimal utilization of the efforts of the staff and systems integration for optimal utilization throughout the research program(s) in support of CSP.
- Effectively coordinate multiple administrative tasks.
- Participate in regularly scheduled multi-site investigator and/or facilitator conference calls; Attend regular clinical and research team meetings.
- Maintaining local site documentation and records, adhering all regulatory requirements
- Respond to general inquiries from study participants and family members, research and clinical staff and other study personnel; assisting with training
personnel, including the consideration of the relative needs for services within the research program(s).
• Assist in coordinating the work for the research team, including multidisciplinary teams of clinicians, technicians, and students in research activities of the assigned CSP.
• Respond to other research-related tasks as assigned.

Physical Demands
• The work is mainly sedentary with some walking, lifting, pushing and standing. Because the research may involve disabled and/or hospitalized patients, this position occasionally requires the ability to assist patients, if needed, during interactions (e.g., with transfers) and/or interventions.

Work Environment
• The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals.
• The work area is adequately lighted, heated, and ventilated. Instructing subjects during research appointments may require demonstration of equipment or interventions. Some work is performed in the presence of study participants most often considered not to have a communicable disease but this possibility can exist.

Interested candidates should send a resume/CV to Tawni Kenworthy-Heinige by email at tawni.kenworthy-heinige@va.gov. This posting will be open until a candidate has been selected.

Title: Health Technician (GS-6 / GS-7)
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 intends 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;
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- Computer programming experience;
- Technology support experience;
- Research experience, familiarity with research methods;
- Experience with command-line Linux;
- MySQL server experience.

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’.
Title: Research Health Science Specialist
Clinical Research Study Coordinator

Expected Salary: $65,017 year + Benefits
FTE: 1.0

Position Summary
This is a Clinical Reposition is located in the Research and Development Service of the Veterans Administration Portland Health Care Systems (VAPORHCS) in Portland, Oregon. The incumbent will support Local Site Investigators (LSIs) in the coordination of one or more VA Cooperative Studies Programs (CSP) randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trial involving experimental and observational research in healthcare. The incumbent will primarily be working with a diversified population of United States Veterans, as well as the potential of working within the community and with other collaborating research institutions in the Portland, Oregon/SW Washington region, including the VAPORHCS Community Based Outpatient Clinics (CBOCs) within the Portland, Oregon Metro area.

This position will entail extensive patient contact and coordinating, managing and executing multiple elements of human subjects’ research to provide necessary support to CSP research with primary emphasis on enrollment, regulatory compliance, data quality, and other approved enhancements of research efforts. Successful candidates must be comfortable stepping in as a CSP support study staff facilitator on short notice; flexibility, time management and a team-based aptitude are key.

Job Requirements
- Bachelors degree or higher; preferably in a scientific or social science discipline (e.g., public health, biology, psychology/psychiatry/mental health, sociology, hematology/oncology, cardiology, endocrinology, endoscopy, gastroenterology, geriatrics, nephrology, pulmonology, rheumatology, or other similar field).
- Previous experience with human subjects research, including but not limited to knowledge of Good Clinical Practices (GCP), patient screening and informed consent, baseline, pre, post and follow-up interviewing, IRB, regulatory documentation
- Experience in the principles of health sciences research, including policies and guidelines involved with human subjects’ studies including accreditation agencies, FDA, DHHA and PHS policies, regulations and guidelines.
- Experience working with clinicians, engineers, scientists, specialists, pre- and postdoctoral student trainees and technicians and other other staff affiliates in associated with clinical trial research.
- Work independently and as part of a team
- Take initiative to take on new and varied tasks associated with implementation of novel research
- Proficient in MS Applications, including Word, MS Excel, MS Outlook, and a working knowledge of MS Access, MS PowerPoint, and MS Publisher.
Experience with VA CPRS, VISTA, and other VA databases, and statistical programs a plus. Quickly learn new computer skills specific to the project.

- Communicate effectively and empathetically with patients and staff from diverse backgrounds.
- Extreme detail orientation, organization and ability to maintain written procedures.
- Ability to work under pressure and with time constraints.
- Accurately transcribe and input written and recorded data into a database.
- Excellent customer service and patient centered focus.
- Preferred experience in: (a) minimum 3 years Human Subjects healthcare/clinical trials and research investigatory processes; (b) study interviewing, including psychological and surgical survey administration; (c) compilation of data and development; (d) interview assessments, including psychological and surgical survey administration; (e) standard clinical procedures and clinical care; (f) carrying out routine clinical tasks, including collection of biological specimens (e.g. blood/phlebotomy; urine) and administering routine clinical tests (e.g., weighing participants, vital signs, EKG); (g) multi-project support administration; (h) pharmaceutical, genomic, surgical/procedural, mental health and/or standard-of-care research programs, including randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trials; (i) valid driver’s license, as this position may require driving to Community Based Outpatient Clinics (CBOCs) within VA PORHCS region.

**Detailed Description**

- Manage administrative requirements involving the Central and local VA IRBs. Maintain organized, accurate and IRB compliant study records.
- Coordinate and schedule multiple subject visits including following VA policies for processing patient reimbursements (when appropriate).
- Recruit patients in the VA community, including initial screening and engaging with the Veteran population.
- Review medical records and analyzes the patient population for research and recruitment purposes (inclusion/exclusion criteria).
- Conduct informed consent and administer surveys to study subjects, including baseline and follow-up, which may include in-person, teleconferencing and telephone communication.
- Assess the operational status of test equipment to ensure tests are conducted within appropriate limits.
- Execute safe, optimal testing; maintain research or laboratory environment in terms of equipment, supplies, calibration, and safety.
- Administer test procedures, which may include collecting, securing, processing, and shipping of blood/specimen samples; performing routine clinical tests.
- Develop and maintain electronic databases; assist and promote equipment interfacing and data compatibility within the research program.
- Provide timely assistance to the Local Site Investigator (LSI), the local CSP and other team members.
• Promote optimal utilization of the efforts of the staff and systems integration for optimal utilization throughout the research program(s) in support of CSP.
• Effectively coordinate multiple administrative tasks.
• Participate in regularly scheduled multi-site investigator and/or facilitator conference calls; Attend regular clinical and research team meetings.
• Maintain local site documentation and records, adhering all regulatory requirements.
• Respond to general inquiries from study participants and family members, research and clinical staff and other study personnel; assisting with training personnel, including the consideration of the relative needs for services within the research program(s).
• Assist in coordinating the work for the research team, including multidisciplinary teams of clinicians, technicians, and students in research activities of the assigned CSP.
• Respond to other research-related tasks as assigned.

Physical Demands

• The work is mainly sedentary with some walking, lifting, pushing and standing. Because the research may involve disabled and/or hospitalized patients, this position occasionally requires the ability to assist patients, if needed, during interactions (e.g., with transfers) and/or interventions.

Work Environment

• The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals.
• The work area is adequately lighted, heated, and ventilated. Instructing subjects during research appointments may require demonstration of equipment or interventions. Some work is performed in the presence of study participants most often considered not to have a communicable disease but this possibility can exist.

Interested candidates should send a resume/CV to Tawni Kenworthy-Heinige by email at tawni.kenworthy-heinige@va.gov. This posting will be open until a candidate has been selected.
Title: Research Assistant/Health Technician (Administrative / GS-6)
Expected starting salary: $39,533 (GS-6) + Benefits
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 Administrative Assistant provides administrative 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 support tasks for several research teams and/or the Center. The incumbent’s primary responsibilities will be administrative in nature to support the Center’s research teams, leadership, and Core Investigators’ operations and project objectives. Tasks will be commensurate with training and experience and may include:

- Managing communications/paperwork related to Center operations
- Facilitating Institutional Review Board approvals or data requests;
- Helping investigators plan and manage travel
- Facilitating purchasing of supplies and conference registrations
- Supporting Veteran engagement initiatives;
- Managing keys, copiers, printers, conference room schedules
- Transcription of research audio recordings;
- Data entry and/or database management
- Monitoring regulatory compliance of projects with various regulators and/or funders;
- Entering work orders to address physical plant and IT needs
- 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 degree
  - At least one-year experience in a research setting;
  - Strong organizational and computer skills.
  - Proficiency with Microsoft Office Suite database software such as Access, Excel and/or REDCap.
  - 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

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- **Preferred:**
  - Basic website maintenance skills and experience;
  - Experience coordinating regulatory paperwork for human subjects research;
  - Experience working in a clinical or applied research setting in an administrative capacity;
  - Experience writing and preparing quantitative reports.

Candidates must be US citizens.

Interested candidates should submit application materials online using [this link](#) by May 29, 2018. Please be sure to include a cover letter.
**Title:** Program Analyst (GS-9/GS-12)
Expected starting salary: $53,738-69,860 (GS-9) / $77,929-101,308 (GS-12) + Benefits  
FTE: 1.0  

**Position Summary**  
This is a staff position located in the Center to Improve Veteran Involvement in Care (CIVIC) on the VA Portland Health Care System campus. Under the direction of the Center Director and Principal Investigators (PIs), the Program Analyst helps conduct multiple transdisciplinary studies intended to advance the scientific understanding of common and important health care problems that affect veterans.

**Responsibilities**  
This position requires a diverse knowledge of healthcare analysis, technical expertise, effective and flexible interpersonal skills (consultation, training, team leading, networking) and analytical skills. The primary purpose of this position is to perform analytical duties in health services research. The incumbent will serve as a Health Systems Expert and data analyst by reviewing medical records, extracting and analyzing VA hospital and patient record data, and ensuring compliance with human subjects requirements. The incumbent prepares datasets, creates data summaries, examines datasets by running statistical algorithms to ensure accuracy of data collected from all sources, synthesizes, and reports and consults on study findings to other health services investigators and at professional meetings. Incumbent will rely heavily on previous clinical sciences and public health research experience in order to interpret the meaning of research data and to recognize errors and the possible causes of errors in datasets.

Duties of the Program Analyst include:

- Conduct VA health services research, including obtaining, organizing and analyzing clinical data from multiple sources (e.g. VA administrative datasets, Medicare data, etc.)
- Serve as liaison between the VA Informatics and Computing Infrastructure (VINCI) and the Director and PIs to establish and maintain study datasets.
- Use structured query language (SQL) to create queries and run reports to identify and extract relevant research data from the national Corporate Data Warehouse, and other VA hospital and patient datasets, within the VINCI Workspace.
- Use statistical software programs (e.g., SAS, SPSS, Stata, Excel) to store, clean, validate, and analyze data.
- Document and present data identification, extraction, analysis, and findings to the Director and PIs using different presentation software mediums (i.e., Word, Excel, PowerPoint).
- Develop and collaborate on clinical research proposals for submission to funding agencies.
- Write, as well as contribute to, scholarly manuscripts for scientific journals and presentations of study findings at professional meetings.

**Qualifications**

**Required:**
- US Citizenship
- Masters degree (or equivalent) with multiple years of relevant work experience;
- One or more years of experience and training:
o Collecting, organizing and analyzing data from large datasets, such as hospital and patient record data;
o Using structured query language (SQL) to identify and extract data, including experience querying data from multiple tables using joins, and grouping data;
o Experience using programs such as SAS, SPSS, Stata, Excel to store, clean, and analyze data; and
o Writing reports that summarize data methodology and communicate findings;

- Attention to detail and record keeping, ability to organize large sets of data from multiple sources, and ability to multitask and prioritize projects; and
- Strong conceptual and analytic skills, oral and written communication skills, and ability to work independently.

Preferred:
- Extensive experience in clinical data management;
- Experience working on multiple prior studies as a program analyst, programmer, data analyst, or similar position that required the applicant to work with large health/medical datasets;
- Experience using SQL Server, including Transact-SQL statements, with health/medical data;
- Extensive experience using SAS; and
- Experience developing development of clinical protocols, manuscripts, white papers, standard operating procedures, online help, and user manuals.

Interested candidates should submit application materials online using this link by May 29, 2018. Please make sure to include a cover letter.
Research Assistant
Expected starting salary: $38,022 (GS-6) / $46,793 (GS-7) + Benefits
FTE: 1.0

Position Summary
We are looking for a motivated and independent Research Assistant 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 social isolation, social media use, depression and suicide prevention, and reducing no-show rates and improving patient access. These research projects employ a health services research framework and typically include collection and analysis of both quantitative and qualitative data.

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:

- Facilitating Institutional Review Board approvals or data requests
- Assist with grant preparation and other writing tasks, including literature reviews
- Assist with pre-award or post-award grants management
- Data entry and/or basic database management
- Identifying and recruiting subjects consistent with the research project requirements
- Administering survey assessments/interviews
- Transcription of interview audio recordings
- Basic data analysis and reporting
- Data audits, compliance, and detailed record keeping
- Responding to general inquiries from study participants
- Completing additional administrative tasks to support project management

Qualifications:

Required:
- Bachelor’s degree
- At least one-year experience in a research setting
- Demonstrated organizational skills, ability to maintain project records, attention to detail, and ability to multitask
- Skill in managing research projects, particularly following study protocols, enrolling study participants and obtaining informed consent
- Familiarity with research data collection and records management
- Computer skills including proficiency with Microsoft Office Suite
- Ability to work independently and collaboratively
- Excellent communication skills, both written and verbal

Preferred
- Knowledge of VA policies, procedures, and guidelines that govern projects, including those specific to research-based projects (e.g., IRB)
CLINICAL RESEARCH

- Experience conducting qualitative interviews or analyzing qualitative data
- Basic website maintenance skills and/or experience with WordPress
- Experience using data management programs/software such as REDCap
- Working knowledge of STATA or other statistical software

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 Assistant’.
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 idea 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.'