

VACANCY: Director of Research

DESCRIPTION:

- Establish and maintain relations with community partners to expand services to under-served populations;
- Communicating results of data analyzed in a clear and organized form and suggest any changes if necessary;
- Design appropriate methods of data collection, preparing publication quality graphics, and assisting in manuscript preparation and literature review as needed;
- Use statistical software and GIS to provide detailed reports of HRA clients;
- Create predictive models of disease growth to inform organization choices for future growth;
- Run preliminary data analysis for program management purposes;
- Suggest course corrections to programs to maintain fidelity accuracy and optimal outcomes;
- Act as organizational liaison to grant making organizations;
- Abstract clinical data into electronic databases; perform routine statistical analyses for epidemiological studies;
- Attend and participate in regularly scheduled research staff meetings;
- Works with HRA leadership to perform necessary audits of data and reconciles any discrepancies;
- Provide data support to external collaborators on multi-site projects;
- Analyze project goals, plans schedule of deadlines for project completion, and develops action plan and processes for project completion from inception to evaluation;
- Maintain clear communication with the CEO regarding mutual expectations;
- Coordinate semi-annual QAPI meetings, based on the agency's fiscal year;
- Gather information required;
- Collects and summarizes data from: records, complaint logs, and investigations;
- Analyzes trends and patterns and present findings/recommendations for improvement;
- Prepares, mails, and tracks annual client satisfaction surveys;
- Tracks action items for completion and support agency staff in following up with assignments;
- Develop and leads meetings and training sessions as required to maintain current knowledge of the requirements and regulations governing agency programs;
- Disseminates training information among appropriate staff;
- Oversee public health initiatives, including but not limited to statistical analysis, healthcare planning, health surveillance initiatives, health improvement and direct health care initiatives;
- Conducts research to develop methodologies and procedures for analyzing data and presenting findings to stakeholders and community leaders;
- Demonstrate an in-depth knowledge of emergency preparedness, interpret and ensure compliance with, all local, state, and federal regulations relating to the operations of the agency and emergency preparedness and response, in order to implement comprehensive policies and procedures;
- Conduct annual evaluation, staff training, emergency drill and prepare revisions of agency's emergency preparedness plan;
- Develop, implement and manage the multiyear managed care projects serving HRA clients;
- Managed care project requirements: design the program according to requirements of managed care companies; design surveys and implementation guideline to reach out to the clients as well as HRA attendants; and analyze results both in terms of health care outcomes and cost saving.
- Internship program: lead and manage the internship program in collaboration with different universities; create the internship program contract with the students advisor and the universities; collaborate with different departments in universities such as school of public health, school of social science, biostatistics department to create the research internship program in HRA, train and supervise the interns in the research study design, survey design and data analysis (SAS, ArcGIS and SPSS).

- Lead and develop the research core department: write the research proposal and build the research partnership with national institutes, research institutes, universities, private medical device and pharmaceutical companies; and develop and implement randomized community trial, randomized clinical trial and impact evaluation for community focused research project.
- Infection preventions training: maintain the infection control protocol in the organization; provide the infection control training to the staff and attendant; and provide guidelines to control infectious diseases in the home health clients.
- Member service access software: analyze the HL 7 messages and data scripting, monitor the electronic health records in the system; and electronic visit verification development and support.
- Create any necessary automated reports for CDS, billing and PAS;
- Able to take any responsibilities in the organization and serve on different committees across the agency such as calla (private pay), standard operating procedure development;
- Assists with special projects as needed;
- Time-management skills;
- Detail-oriented;
- Accurate;
- Maintain confidentiality;
- Work with teams in a professional manner; and
- Responsible for other duties as assigned.

MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS:

- Master of Public Health with major in Epidemiology;
- Graduate level certification in Geographic Information Systems (ArcGIS);
- Certification in designing and managing public health information systems;
- Graduate-level courses in survey research and design and disaster epidemiology;
- 1 year of full-time post-Master's experience in a research institute, government, or non-profit agency;
- 2 years of experience in the academic institute;
- 2 years of experience in EACH of the following:
 - Microsoft Office Suite, including Excel, Word, and Outlook;
 - Statistical languages that must include SQL, GIS, SAS, SPSS, HL 7, Essence, and R Studio;
- Experience may be gained concurrently.

HOW TO APPLY: All interested applicants must submit application at <https://hratexas.org/careers/>, Select "HRA Application via DocuSign," and Indicate "Director of Research" in position applying for field.