# Helping Restore Ability Job Description

# Title: Research Specialist

Last Updated: 02/27/23

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| **Job Summary:** |
| Under the general direction of the Chief Research Officer and Chief Impact Officer, work on the funding applications, all aspects of research design, coordination with managed care companies, assessment of community needs, implementation of innovative social service programs to enhance client’s healthcare outcomes, data analysis and program implementation, publication and visual representation of resulting outcomes. |

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| **Job Qualifications:** |
| Education: | Master of Public Health. |
| **Skills:** | Ability to use Microsoft Office Suite, including but not limited to data entry in Excel spreadsheets and databases, as well as use of Word and Outlook. Ability to work or learn statistical languages such as GIS, SAS, and SPSS. Exceptional writing skill in both technical and lay communication. Strong time management skills, detail-oriented, accurate, and able to maintain confidentiality. Ability to work with teams in a professional manner. |
| Experience | A minimum of two years of full-time experience or master’s degree.  |

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| **Environmental and Working Conditions:** |
| Perform assigned duties in an office environment, promoting efficient functioning and coordination of all agency activities to ensure the highest level of professionalism. |

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| **Physical and Mental Effort:** |
| The work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, visual acuity, and prolonged sitting. Must occasionally lift up to 30 pounds. Require the ability to handle stressful situations in a calm and courteous manner. |

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| **Essential Functions:** |
| 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. |
| Serve as a critical member of the grant research and writing team by locating applicable funding options and completing grant applications in a timely manner for review by Chief Impact Officer and CEO.  |
| Complete all applicable grant reporting in both a technical and lay aspect for distribution throughout the community and other funding partners. |
| Implement research communication plan across departments and provide regular check-ins about completion and follow-up needs. |
| Serve on the leadership team.  |
| Act as organizational liaison to grant partners and support outreach to grant funders. |
| Attend and participate in regularly scheduled research and grant staff meetings. |
| Works with HRA leadership to perform necessary audits of data and reconcile any discrepancies. |
| Provide data support to external collaborators on multi-site projects. |
| Manage projects to ensure that implementation and prescribed activities are conducted in accordance with specified objectives. |
| Analyze project goals, plan schedule deadlines for project completion, and develop action plan and processes forproject completion. |
| Gather information required.* 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.
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| Able to take any responsibilities in the organization and serve on different committees. |
| Contribute ideas for continuous improvement of systems and process to optimize efficiency and effectiveness. |
| Assists with special projects as needed. |
| Responsible for other duties as assigned. |

**Statement of Understanding:** I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description

may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

*Employee Print Name*

*Manager Pri nt Name*

*Employee Signature*