

**JOB DESCRIPTION**

POSITION TITLE: Community Research Coordinator

FLSA Designation: Non- exempt

EEO Category: Professional

SOC: 21-1099

Last Reviewed/Updated: 08/26/2020

**Job Summary:** The Community Research Coordinator (CRC) is a specialized research professional working with the federally funded Resource Center Evaluation and Expansion Project. The Research Coordinator is under the direct supervision of the Project Director and will work with the Principal Investigator (PI) and other Project Management staff in coordination with the Director of Resource Centers. This is a five-year grant funded position.

*The position may involve acquiring, accessing, using and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**Mission:** To enhance the community’s ability to protect and nurture children by building, maintaining and constantly improving a network of family support services.

**Vision:** To be a recognized leader in protecting children and strengthening families through innovative evidenced-based practices and highly effective, engaged employees and community partners.

**Core Principle:** To commit to accountability using outcomes to measure performance and improve practice.

**Competency:**Commitment to ensuring accountability and a results-based orientation.

**Core Function**:

* Provides direct assistance to the Principal Investigator.
* Supports, facilitates and coordinates the daily evaluation activities, playing a critical role in the conduct of the study.
* Involves assisting with overseeing the research process from inception to completion.
* Ensure the safety and protection of human subjects.
* Implementation of data collection and data entry tasks in keeping with research/evaluation protocols.
* Implementation of data quality control procedures and guidelines with attention to security and confidentiality.
* Assists with the distribution of data/evaluation tools to appropriately screened individuals in a customer service oriented, respectful and culturally responsive way.
* Assists with focus groups/ key informant interviews.
* Works with patrons in regard to the evaluation questions and concerns.
* Conducts or participates in the informed consent process including interactions/discussions with research participants in a customer service oriented, respectful and culturally responsive way.
* Maintains project/study timelines.
* Works with the PI to manage the day-to-day activities of the study including problem solving, communication and protocol management with attention to security and confidentiality.

**Core Principles:** To individualize services to meet the needs of children and families while respecting each individual and/or family’s diversity and inherent dignity.

**Competencies:**Commitment to using a strength-based, child-centered, family-focused practice with the ability to identify strengths and needs and engage the family in a strength-based assessment process. Ability to perceive and communicate with sensitivity and without judgement while respecting each person’s potential.  Ability to lead and model diversity.  Respect for each person’s dignity, individuality, and right to self-determination.

**Core Function:** *To assess and meet individual and/or family needs through one-on-one consultation along with needed follow-up.*

* Meet one-on-one with patrons who are potential or current study participants, facilitatinga non-judgmental and encouraging environment.
* Discuss, clarify,and implement study-related tasks with patrons, such as informed consent and evaluation tools.
* As needed, discuss immediate needs with patrons and assist with making connections to concrete supports (e.g., food, clothing), on-site activities and/or community services, referring to the Resource Center Manager and/or Family Support Facilitator for additional consultation, as appropriate.

**Core Principles:** To make prevention of child abuse and neglect a community priority and recognize that more can be done with communities and families as partners.

**Competencies:** Identify and understand what resources are available, and build and maintain effective working relationships within a network of systems. Ability to network with, educate and involve community stakeholders.

**Core Function:** *To conduct community outreach, develop new partnerships and develop resource center programming based upon community needs.*

* Conduct community outreach activities with the purpose of increasing awareness about the grant and the long-term impact it can provide to the community.
* Participate in various grant-related meetings, activities, and community events.

This list of essential functions is not intended to be exhaustive. Partnership for Strong Families reserves the right to revise this job description as needed to comply with actual job requirements.

**Minimum Qualifications:**

REQUIRED:

* Bachelors’ degree in Counseling, Social Work, Public/Business Administration or related fields with experience related to child welfare, mental or public health, and/or community interventions.
* Knowledge and experience managing databases and proficiency in data entry and database administration, including (but not limited to) data imports and exports, and developing reports, including protected data.
* Must possess a valid driver’s license in state of residence.

PREFERRED:

* Master’s degree in related field.
* 2 years’ experience in child welfare, mental or public health, and/or community interventions.
* Experience with databases and data analysis procedures.

**Knowledge, Skills, and Abilities:**

* Subject matter knowledge, experience working with protected data.
* Ability to complete the required level of training regarding the access, use and disclosure of protected information in accordance with IRB requirements, Federal regulations, and State of Florida and sponsoring agency policies and procedures.
* Ability to review and understand the evaluation protocol, e.g., study proceedings and timelines, inclusion and exclusion criteria, and project deliverables.
* Knowledge of basic computer programs including email, word processing, and in-office information systems.
* Ability to work independently and set priorities.
* Ability to maintain confidentiality of sensitive data.
* Excellent time management and organizational skills.
* Ability to work in a multi-task environment.
* Ability to extrapolate information from a variety of data and place in a proper format.
* Ethical work practice, excellent research skills, attention to detail, critical thinking skills, and can communicate effectively, both orally and in writing.
* Possess a basic understanding of the causes and effects of trauma and victimization.
* Display an understanding of, and sensitivity to, the service population’s cultural and socioeconomic characteristics.
* Has strong interpersonal skills and the ability/ experience in communicating and interacting in a professional manner with project population.

**Physical Requirements**

 Sitting 45%

 Standing 35%

 Mobility (moving between internal offices) 10% Kneeling/Bending/Stooping 5%

 Reaching, overhead 5%

Speaking [x]  Yes  [ ]  No

Hearing [x]  Yes  [ ]  No

Reading Comprehension [x]  Yes  [ ]  No

 Ability to Lift and carry up to 20 pounds.

 **Travel:**

 Same Day [ ] Infrequent [ ] Occasional [x]  Frequent

 Overnight [x] Infrequent [ ] Occasional [ ]  Frequent

 Weekend and Nights [x] Infrequent [ ] Occasional [ ]  Frequent

 Infrequent (2 to 3 times year)

 Occasional (2 to 3 times Month)

 Frequent (2 to 3 times Week)

PFSF is an Equal Opportunity/Affirmative Action/ Drug Free Work Place and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527. Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**Drug Free Workplace:**

PSF maintains and enforces a Drug-Free Workplace program. New employees are required to be drug tested prior to employment. In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Employee Name (Print) Supervisor’s Name (Print)**

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**Employee Signature Supervisor’s Signature**

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**Date Dat**e