

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING

Accepting Applications through March 20, 2013

Job Title: Research Assistant
Project: Native CARS Study
Reports to: Project Director
Wage Range: \$14.50 - \$17.50

Classification: Part-time,
.4 FTE – .7 FTE
Funding duration: Immediately thru
9/30/13, longer if funding is extended
Location: Portland, Oregon

Project Summary:

The Northwest Portland Area Indian Health Board (NPAIHB) oversees the Northwest Tribal Epidemiology Center where the Native Children Always Ride Safe (Native CARS) Study is administered. The goal of the Native CARS project is to prevent early childhood vehicle collision morbidity and mortality in American Indian and Alaskan Native children through the use of a community-based participatory model that incorporates tribal differences in cultural beliefs, family and community structure, geographic location, law enforcement, and economic factors.

Position Summary

The Research Assistant (RA) provides a broad range of support services for the Principal Investigator (PI), Project Director, Biostatistician, and Tribal sites of the study. The RA is responsible for assisting with the day-to-day operational activities of the study, including data collection, data entry, data coding, contract and invoice tracking, developing study correspondence and promotional materials, and coordinating travel and training.

Essential Functions:

1. Project Support Functions and Activities

- Maintains a well-organized computer filing system for documents and other computer files and updates, and maintains a well-organized hard copy filing system.
- Uses word processing, database, and other computer programs to prepare correspondence, proofread proposals and reports, construct promotional materials, and enter data.
- Prepares and tracks travel and meeting arrangements as assigned.
- Routes and manages all incoming correspondence.
- Prepares and tracks purchasing requests.
- Routes study contracts and data sharing agreements for signature.
- Receives and processes study contract invoices.
- Provide full administrative support to the Native CARS Study Director and other project staff including travel, timesheets, document transfer, and other project related activities.

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2. Data Collection, Data Entry Support, and Data Coding

- Enters and codes data.
- Assists in summary reports of qualitative data.
- Maintains assigned databases, ensuring integrity and accuracy of the databases.
- Collects data from six study sites, requiring travel to at least three to six Tribal sites between April – May 2013.
- Files and safeguards the hard copies of data collected.
- As assigned, provide follow-up to tribal technical assistance requests.

3. Training Coordination Support

- Coordinate, prepare and assist project staff with planning meetings, trainings, conferences, and workshops.
- Edits and prepares training packets for data collection, focus group, and overall study design trainings,

4. Other Duties

- Record and transcribe minutes of project meetings.
- Provide the Project Director with a Monthly Activity Report.
- Perform other duties as assigned by the Project Director.

Standards of Conduct:

- Consistently exhibit professional behavior and a high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized office environment.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and, with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

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Qualifications:

- Bachelor's degree preferred; Associate degree or equivalent work experience required.
- One or more years experience working with tribal communities, tribal organization, or other Indian organization.
- A minimum of one year experience in a research or administrative support position.
- Working knowledge of Microsoft Office programs including Outlook, Access, Excel, Power Point, and Word.
- Must have experience entering, filing and protecting confidential study data.
- Must have experience taking minutes and transcribing notes.
- Must have experience preparing flyers, brochures, posters, or other promotional materials.
- Must be able to travel to collect data from tribal sites.
- Must have experience with organizing filing systems, both electronic and hardcopy.
- A strong and demonstrated record for good attendance.
- Proficient spelling and grammar skills.
- The ability to proofread written materials accurately.
- The ability to type 40 wpm.
- The successful applicant must be highly organized and motivated, and have the ability to carry out responsibilities with minimum supervision.
- The applicant must have demonstrated ability to communicate in a friendly, courteous, and highly professional manner in order to effectively work with tribal representatives, NPAIHB staff, and other health care related organizations, and the general public.

Typical Physical Activity:

Physical Demands:

Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

Physical Requirements:

Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for

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sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions:

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements:

A moderate level of travel is required including at least three to six trips to tribal sites over the first couple months. Overnight travel outside of the area is infrequently required.

Disclaimer

The individual must perform the essential duties and responsibilities of the position efficiently and accurately, with or without reasonable accommodation, without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, sexual orientation, politics, membership or non-membership in an employee organization.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO:

**Bobby Puffin
Human Resources Coordinator
2121 SW Broadway, Suite 300
Portland, Oregon 97201
FAX: (503) 228-8182
Email: bpuffin@npaihb.org**