



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

APLA Health is currently seeking a Senior Study Coordinator to join our Baldwin Hills location! We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *10 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

This is a great opportunity to make a difference!

Sr. Study Coordinator (Baldwin Hills)

POSITION SUMMARY:

Under the direction of the Program Manager of Community-Based Research, the Senior Study Coordinator engages in research projects to strengthen the capacity of the HIV prevention, care and treatment workforce to inform public health and elected officials to fund and implement programs designed to reduce HIV-related morbidity, mortality, and health disparities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise research staff, such as study coordinators and research assistants.
- Oversee research activities, such as data collection, management, analysis, and dissemination.
- Coordinate and conduct interviews with participants of research projects.
- Develop research plans and protocols as needed.
- Seek, establish, and maintain ongoing relationships with community-based research partners.
- Develop research tools, including survey measures and qualitative interview schedules.
- Provide training and expertise in community-based research to all staff.
- Facilitate community advisory group meetings as required by research and/or evaluation contracts.
- Analyze quantitative and qualitative data; manage databases.
- Write research reports and co-author publications for peer reviewed journals and other scientific, agency, and community forums.
- Present oral and written reports of research findings in appropriate venues and within given deadlines.
- Assist with development of CBR proposals and funding applications.
- Assist with development of culturally-tailored interventions for evaluation in research projects and proposals.
- Provide technical assistance and continuing evaluation and training to APLA staff, volunteers and collaborators regarding research design and evaluation tools.
- Develop systems to monitor APLA community-based research projects in order to achieve research goals and objectives.
- Develop and oversee the research internship program including, recruiting, mentoring, and monitoring interns.
- Conduct and evaluate needs assessments and evaluation programs for process and impact.
- Consult on data collection, entry, and analyses techniques.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Master's degree in Public Health or related field and a minimum of five years experience in research or evaluation application, health education training, curricula and program development, and report writing. Experience recruiting and interviewing research

participants. Excellent written and oral communication skills. Bilingual English/Spanish is preferred.

Knowledge of:

SPSS or other statistical software required; Managing databases is required; Use of qualitative analysis software required; qualitative and quantitative data collection and analysis; advanced interviewing techniques; health education principles and behavior; health and social concerns of diverse populations, community resources in Los Angeles County, and HIV/AIDS related issues. Experience writing and implementing IRB protocol for research studies required. Experience in motivational interviewing preferred.

Ability to:

Maintain highest degree of confidentiality; work effectively and professionally with volunteers, employees, and professionals from a variety of disciplines; work independently with minimal direction; meet frequent deadlines in a rapidly changing environment; respond with sensitivity to diverse ethnic groups, and to the issues and concerns surrounding HIV/AIDS; use Excel or other spreadsheet applications; perform word processing functions in a Windows-based PC environment; report and orally present data in appropriate venues; maintain client confidentiality.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

An Equal Opportunity Employer: minority/ female/ disability/ veteran

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=44893&clientkey=A5559163F67395E0A2585D2135F98806>