

Research Data Coordinator

64178BR

Psychiatry and Behavioral Sciences

Job Posting Description

Boston Children's Hospital Neighborhood Partnerships (BCHNP) is a school-based behavioral health program committed to working with school communities most impacted by systemic inequities. Our purpose is to promote the social, emotional, and behavioral health and wellbeing of students, caregivers, and staff in partnership with Boston Public Schools. For 18 years, we have collaborated with community members and organizations to provide clinical care, consultation, professional development, research, and advocacy.

BCHNP is hiring a full-time (1.0) Research Data Coordinator to join its Research and Evaluation Team's work developing, adapting, and implementing plans for documentation, evaluation, research, and dissemination related to program services.

Specifically, the Research Data Coordinator will collaborate with the Team to:

- Coordinate the collection, organization, entry, and cleaning of clinical data.
- Contribute to the development and monitoring of clinical databases utilizing SPSS and SQL.
- Participate in quantitative and/or qualitative data analyses to describe utilization of and outcomes relevant to program services.
- Prepare data summaries and reports for internal and external audiences, including tables, charts, and graphs.
- Assist with the preparation of other materials for data dissemination, including presentations, posters, manuscripts, and grant proposals.
- Conduct literature reviews utilizing online journal sources such as EBSCOHost, PubMed, and PsycInfo.
- Serve as a liaison to clinical staff, including fielding questions regarding clinical paperwork and providing consultation for the evaluation of specific projects.
- Participate in the facilitation of research and evaluation trainings, workshops, and activities to promote collaboration across BCHNP.

BCHNP is committed to building a culturally diverse staff and strongly encourages persons of color and bilingual applicants to apply. To thrive in this position, you:

- Hold a Bachelor's degree in mathematics, psychology, social work, public health, or health sciences or related field.
- Are interested in program evaluation and research in health and community or school-based programs with a social justice and racial equity lens.
- Have exposure to evaluation and research plans and proposals (e.g., literature reviews, Institutional Review Board (IRB) proposals).
- Have the analytical and critical thinking skills to analyze and present data with supervisory support, including knowledge of and exposure to basic data management and visualization software (e.g., SPSS, Excel, Word, PowerPoint).
- Have the writing skills for collaboratively developing materials for data dissemination with supervisory support, including visual, oral, and/or written presentations of data (e.g., poster presentations, reports).

- Can work effectively both independently and within a group environment, and communicate effectively with others to problem solve and achieve goals related to numerous projects.

Boston Children's Hospital offers competitive compensation and unmatched benefits, including affordable health, vision, and dental insurance, generous levels of time off, 403(b) Retirement Savings plan, Pension, Tuition Reimbursement, cell phone plan discounts and discounted rates on T-passes (50% off). Discover your best.

In your application, please include a cover letter detailing relevant experience and interest in the position as well as a recent resume.

APPLY HERE:

https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=368&siteid=5205&Areq=64178BR#jobDetails=3271737_5205