

**MASSACHUSETTS GENERAL HOSPITAL
JOB DESCRIPTION**

Job Title: Clinical Research Coordinator I, Community Psychiatry PRIDE

Job Code:

Date Created: October 2017

Grade:

FLSA Status:

Department/Unit/Section: Psychiatry

Prepared By: Kaylie Patrick

Reports To: Program Manager and Director

Date Last Revised: September 2018

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

The Community Psychiatry Program for Research in Implementation and Dissemination of Evidence-Based Treatments (Community Psychiatry PRIDE) at the Massachusetts General Hospital (MGH) / Harvard Medical School is accepting applications for a full-time Clinical Research Coordinator I position. Community Psychiatry PRIDE is a dissemination and implementation psychiatry research center that focuses on reducing disparities in mental health in the communities across Massachusetts (PI and Director: Luana Marques, PhD). The overarching mission of Community Psychiatry PRIDE is to bridge the gap between science and practice by bringing evidence-based treatments (EBTs) to communities. Specifically, the program is designed to study the process by which EBTs can be effectively disseminated to community organizations, which in turn leads to increased access and quality of care across a wide range of psychiatric disorders. The Clinical Research Coordinator I will be responsible for managing research studies related to the dissemination and implementation of evidence-based treatments in low-income, diverse settings. The anticipated start date for the Clinical Research Coordinator is July 1, 2019.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

- Assisting with the coordination of study visits, trainings, and implementation efforts.
- Monitoring new research and data and incorporating into scientific manuscripts.
- Assistance with associated dissemination activities for current studies.
- Overseeing daily activities of undergraduate research assistants, co-ops, and other volunteers.
- Educating staff as new projects are launched, preparedness to speak and explain projects in a meeting setting.
- Acting as a general resource for staff.
- Maintaining and overseeing regulatory documentation for research studies
- Preparing, submitting and monitoring IRB proposals.

QUALIFICATIONS: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

Candidates must have received a Bachelor's degree (required), preferably in psychology.

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED: (MUST be realistic, measurable, objective, and related to the essential functions of the job.)

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- Careful attention to details.
- Good organizational skills.
- Ability to work independently and self-manage time.
- Excellent command of the English language.
- High degree of motivation.
- Several months experience with SPSS or other similar software.
- Knowledge of the research process.
- Demonstrated leadership skills.
- Excellent communication skills both orally and written to provide the appropriate level of advocacy for funds and grant applications.
- Ability to proactively identify issues/projects and initiate plans to address them.
- Demonstrated forthrightness and integrity. Ability to develop a common vision for diverse constituents, communicates effectively, and takes ownership and responsibility for activities.
- High proficiency in Spanish strongly preferred (reading, writing, and speaking; level C1 or C2 of the Common European Framework).

WORKING CONDITIONS: Describe the conditions in which the work is performed.

Normal office conditions.

SUPERVISORY RESPONSIBILITY: List the number of FTEs supervised.

Responsible for assisting with overseeing the day-to-day activities of volunteers and undergraduate research assistants.

FISCAL RESPONSIBILITY: Indicate financial “scope” information, i.e.: size of budget, volume, revenue, etc.

N/A.

APPROVAL:

Department Manager: Simona Anderson **Title:** Workforce Operations Manager **Date:** October 2017

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.

****To apply, please send a resume, cover letter, copy of unofficial transcript, and writing sample to Kaylie Patrick at kpatrick6@mgh.harvard.edu**