

Research Assistant, Phoenix House Foundation.

Position Summary: The Research Assistant is responsible for carrying out day to day research project activities within the Phoenix House System of programs, including working with researchers from various academic institutions, and recruitment and interviews with research participants.

Key Responsibilities:

- Work with PH Institutional Review Board Administrator to track the review status of ongoing protocols, organize and provide documents for IRB meetings, summarize findings and notify investigators.
- Work with researchers and project coordinators from various institutions (Columbia, University of Pennsylvania, etc) to implement protocols approved by our IRB.
- Recruit or assist others in recruiting participants at PH treatment programs
- Responsible for the collection, logging and review of all appropriate consent forms
- Conduct telephone or in-person follow-up interviews, including collection of breathalyzer and drug screens.
- Responsible for tracking and monitoring data collection.
- Complete data entry and assist in preparing data for analysis.
- Assist in literature searches, report writing and preparation of slides and other materials for related presentations and publications.
- Assist in locating statistics from public & federal databases for needs assessments and internal/ external communications purposes
- Assist in the creation and maintenance of an web-based repository of research documents and resources

Qualifications:

- Bachelor's degree in psychology, social sciences or relevant field
- Computer proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook), and Internet required. Experience with SharePoint, Access or other database program a plus.
- Previous experience working in or with substance abuse treatment organizations a plus.
- Ability to work independently.
- Ability to communicate effectively with all levels of staff both internally and externally.
- Demonstrated excellence in oral & written communication skills.
- Must be highly organized, detail oriented, collaborative, self-motivated, passionate, and hard working.

Reports to: Senior Research Associate/IRB Administrator
Research Associate / IRB Administrator

Location: Phoenix House Foundation on the upper west side
of New York City.

To be considered for this position, send your resume, cover letter
and salary expectations to jbutler@phoenixhouse.org.