

**Center to Advance Palliative Care
Icahn School of Medicine at Mount Sinai
55 West 125th Street, Suite 1302, New York, New York 10027**

JOB DESCRIPTION

POSITION TITLE: Research Associate
REPORTS TO: VP Research & Analytics

POSITION SUMMARY

The Center to Advance Palliative Care (CAPC) is a national, non-profit organization that successfully uses data-driven and analytical principles to promote social and policy change in the health care field. CAPC is dedicated to increasing the availability of quality palliative care services in hospitals and other health care settings for people with serious illnesses. CAPC provides health professionals with the tools, training and technical assistance necessary to start and sustain successful palliative care programs in hospitals and other health care settings. CAPC also hosts the National Palliative Care Registry, the only repository for data on hospital-based palliative care programs in the U.S.

CAPC is seeking a full-time research associate with a background in public health research or health services research. The ideal candidate will have a minimum of three years of experience in a nonprofit environment managing diverse projects encompassing the design and implementation of program evaluations, development of process and outcome metrics, design and management of survey research projects, and the use of data visualization tools for effective and strategic communications.

Responsibilities:

- Manage all aspects of the National Palliative Care Registry, including database management, oversight of annual survey, data collection, cleaning and analysis, and writing summary reports; work with team to develop ongoing strategies for registry improvement and expansion
- Design web-based reporting tools using benchmarking data collected in the Registry
- Work with VP, Research, field experts and CAPC consultants to launch a national palliative care registry for the non-hospital health care setting (e.g., nursing homes, home care, cancer centers, office practices, etc.)
- Analyze national datasets to monitor the prevalence and distribution of hospital palliative care programs
- Respond to requests for national health care statistics from CAPC leadership and consultants, its constituencies, and the press
- Work with the communications department to interpret research findings for lay and professional audiences and to conduct market research for CAPC's products
- Design and implement evaluations of CAPC's products and initiatives

- Summarize and interpret evaluation results; make recommendations for program modification, as appropriate
- Manage grants; write progress reports for projects funded by private foundations
- Assist in writing manuscripts for publication

Qualifications:

- Five years of related experience
- Advanced knowledge of quantitative and qualitative research methods
- Strong database management skills
- Experience with data collection and survey methods
- Excellent data analysis skills and facility with statistical software, preferably SPSS or SAS
- Strong written and oral communication skills
- Must be highly organized and detail oriented
- Project management experience
- Able to work well in a small group environment
- Team player who takes initiative and works within department priorities
- Demonstrated interest in palliative care, aging, and/or health care services a plus

Education:

Master's degree in public health or a related field.

Travel:

Light travel is a requirement of this position. Typically two to three trips per year for annual seminar and conference trade shows.

How to Apply:

E-mail resume and cover letter to:

Tamara Dumanovsky, PhD

VP, Research & Analytics

tamara.dumanovsky@mssm.edu

And apply online: <http://www.idealists.org/step/discover/share/jr/view/job/338Md7KHncm3p/>