

Boston Health Care for the Homeless Program

JOB POSTING NOTICE

DATE POSTED: 4/25/2008
JOB TITLE: RESEARCH DIRECTOR
REPORTS TO: PRESIDENT

Summary of Position:

The Research Director assists in the planning, development and implementation of a research agenda for Boston Health Care for the Homeless Program. The Research Director is responsible for the daily operation of the Research Department and for the supervision of students and support staff. The Research Director will develop data collection instruments, construct and maintain several databases, analyze data, and prepare reports and presentations. The Research Director will work with the President to identify potential resources and will work closely with the BHCHP grant writer to initiate contact with foundations and other funding sources, and write grants. The Research Director is responsible for the coordination and integration of the research department with other BHCHP departments as well as with external public and private agencies. The dissemination of information is a major objective of the department and the Research Director will work with the President in preparing papers for presentation and publication.

QUALIFICATIONS:

- Master of Public Health in Epidemiology, Biostatistics or related area is preferred;
- Excellent interpersonal, verbal and written communication skills are essential;
- At least three years experience with data collection, data base development, report-writing and data analysis;
- Must be articulate, self-motivating and detail oriented;
- Demonstrated interest in working with an under served population.

Physical and Mental Requirements:

- Must have ability to work independently in a small department as well as to work collaboratively in a mission-oriented organization that uses a team approach;
- Position requires ability to utilize computers and telephones and to sit at a desk and work on a computer for long periods.

This is a Full-time Benefit Eligible position.

BHCHP employees that are interested in this position should notify Human Resources in writing within 10 days of posting date.

***If you are interested in this position please forward your resume to Human Resources, BHCHP, 729 Massachusetts Ave., Boston, MA 02118
FAX: (857) 654 1093 E-mail: spickering@bhchp.org
A complete Job Description is available from Human Resources.***
