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| **Job Title:** | Community Outreach Assistant |
| **Reports To (Title):** | Nurse Practitioner/Clinical Coordinator |
| **Incumbent:** | TBN |
| **Location:** | ICAP Bronx Prevention Center |
| **Date:** | June 2020 |

**POSITION SUMMARY**

The Bronx Prevention Center, part of ICAP at Columbia University, is a Clinical Research Site (CRS) within the NIH-funded AIDS Clinical Trials Unit at Columbia University. Located in a clinical office on East 158th Street in the Bronx, the site has over 18 years of experience conducting phase 1 and 2 and observational HIV prevention clinical trials.

The Community Outreach Assistantwill assist with grant-funded COVID prevention clinical research studies other prevention studies for a three-month period.

Under the direct supervision of the Nurse Practitioner/Clinical Coordinator, the *Community Outreach Assistant* will assist with recruiting prospective participants for the study and assist with study participant follow and retention per study protocols and study-specific procedures.

**MAJOR ACCOUNTABILITIES**

* Assist in all aspects of recruitment including, but not limited to, identifying candidate pools to recruit from; conducting phone screens; assisting in developing recruitment material; reviewing potential participants to evaluate if they meet study requirements; coordinating recruiting initiatives; attending fairs for recruiting and promoting study recognition; and managing social media accounts. (25%)
* Develop working relationships with key people in the community to aid in recruiting. (20%)
* Community Outreach Responsibilities: (20%)
  + Act as Liaison to the Community Advisory Board (CAB), attend monthly CAB meetings, present research findings to the CAB, present new protocols and recruitment materials to the CAB for feedback, and in-turn present the CAB feedback to the network study team.
  + Assist with community outreach, such as, contacting community organizations, promoting collaborative efforts among organizations/programs, and attending community meetings.
  + Act as representative to the network Community Working Groups (CWG), participate in CWG meetings and conference calls, and contribute to the design and planning of activities to educate the community about HIV prevention, and provide community views on study protocols.
* Assist in all aspects of retention including, but not limited to, study team outreach; tracking scheduled study visits; and reminding participants about follow-up visits through phone calls, emails, texts, letters, and home visits. (20%)
* Maintain confidentiality of study participants and adhere to principles of Good Clinical Practice (GCP) and Human Subject Protection (HSP) (5%)
* Assist with designated aspects of study including ensuring site compliance with study protocols, all relevant procedures, policies and regulations. Understand and adhere to study protocols, and other appropriate regulations, procedures and policies. (5%)
* Perform other related duties as assigned (5%)

**EDUCATION**

* High school graduate
* Bachelor’s degree preferred or equivalent experience and/or training

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

* At least 1 years of related experience
* Experience working in the Public Health field with a focus on recruitment for public health research protocols
* Familiarity with internet, social media and phone apps
* Experience with recruitment
* Experience working in an ethnically, culturally and racially diverse environment
* Demonstrated experience organizing and managing disparate work flows to meet schedules and requirements
* Excellent oral, written, organizational and interpersonal skills

**EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS**

* Knowledge of New York City communities
* Spanish language skills

**TRAVEL REQUIREMENTS**

* This position would require frequent travel to various locations in the Bronx and NYC and events for recruitment purposes. Candidates need to be flexible to frequent travel on weekdays, weekends, and nights.
* Occasional domestic travel to research training and meetings (1-2 times per year, approximately 3 days each)

The position is contingent upon availability of grant funding. Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.