



## INSTITUTE FOR MEDICAID INNOVATION

**Title:** Health Research Associate

**Position Information:** Full Time

**Travel:** Up to 15% of time traveling to locations throughout the U.S.

**Location:** Washington, D.C.

The Health Research Associate (HRA) will serve as a resource on projects and initiatives related to Medicaid specific to consumer and stakeholder engagement, health disparities and social inequalities, quality reporting and measurement, healthcare reform, dissemination and implementation, and evidence-based practices. The HRA projects will be aligned with the Institute's focus on Medicaid health services research and priority topics of women's, children's, and behavioral health.

The Institute for Medicaid Innovation encourages and supports HRA employees to maintain academic (dry) appointments and clinical practice.

### **DUTIES & RESPONSIBILITIES:**

- a) support the mission, vision and priorities of the Institute;
- b) demonstrate and apply content knowledge and expertise to study design decisions, project activities, and reporting;
- c) identify and articulate the intersections between research, clinical practice, and policy;
- d) collect and conduct analysis of qualitative and quantitative data;
- e) develop issue briefs, technical reports, and manuscripts;
- f) support collaboration among team members, both internal and external to the Institute;
- g) carry out project management and coordination of activities, including monitoring grant and contract timelines, reporting, and communication with funders and stakeholders as appropriate;
- h) serve as a representative of the organization through presentations and attendance at meetings/conferences; and
- i) participate in activities that support ongoing learning to enhance skills and experiences;
- j) provide research support on projects, including literature reviews, data collection (from focus groups, interviews, surveys, secondary/archival sources, and primary data sources), analysis of quantitative and qualitative data, and technical report and manuscript preparation;
- k) provide support for the Institute's National Advisory Board, committees, subcommittees, and panels;
- l) identify and review current and emerging patient and clinical topics that the Institute should consider focusing its research and project efforts;
- m) provide technical assistance on projects, including contributing to the development of research designs, methods, supporting stakeholder engagement and fostering ongoing relationships, identifying innovative concepts for research projects that address key issues in Medicaid;
- n) contribute to implementation and dissemination activities, including presentations, conference posters, issue briefs, technical reports, and manuscripts for a variety of audiences; and
- o) engage in business development activities, including cultivating relationships with existing and potential new stakeholders, managing or contributing to the writing of proposals, developing budgets, and expanding areas of expertise.



## INSTITUTE FOR MEDICAID INNOVATION

### **QUALIFICATIONS:**

To be eligible for this position, applicants must have a graduate degree, masters or doctoral level, in public health, health policy or a health-related research field (e.g., medicine, nursing, social work, etc.).

### **TECHNICAL SKILLS/ EXPERTISE:**

- Experience programming and analysis with SPSS, STATA, and/or SAS and NVivo. Experience working with primary and secondary health data sets is preferred.
- Demonstrated management skills, including the ability to lead small and medium sized tasks and proposals, work on teams under the leadership of senior staff, provide day-to-day management of complex projects and tasks, and direct and mentor staff members.
- Experience working in a grant or contract-funded environment with experience writing grant/contract proposals is highly desirable.
- Excellent interpersonal, verbal and written communication (technical and non-technical) skills with experience and success in publishing research findings.
- Flexibility and ability to consistently meet deadlines.
- Ability to work independently as well as part of a team, including working remotely in a telework environment.
- Acute attention to detail and strong work ethic.

### **PERSONAL QUALITIES/ ATTRIBUTES:**

- Commitment and passion in improving access to high quality, patient-centered, evidence-based care for Medicaid beneficiaries to reduce disparities and social inequalities.
- Ability to problem solve independently.
- Flexibility in managing multiple and competing demands simultaneously.
- Strong organization skills.
- Strong presentation, oral and written communication skills.
- Ability to interact in a tactful and courteous manner.
- Exceptional customer service.
- Ability to effectively work with staff that telework.
- Ability to hold absolute confidentiality and discretion regarding privileged information are required at all times.
- Sense of humor and positive attitude is critical.

### **APPLICATION PROCEDURES**

To apply, e-mail a cover letter, CV, and two scientific writing samples to Dr. Moore at [JMoore@medicaidinnovation.org](mailto:JMoore@medicaidinnovation.org). Please use the subject line "Health Research Associate Position."

### **DEADLINE**

Application materials accepted until the position is filled.