



POSITION DESCRIPTION

Position Title: Assistant Director -Community Driven Research and Innovation

Position Purpose: Reporting to the Vice President of Health Equity, Culture and Innovation (VP-HECI), the Assistant Director -Community Driven Research and Innovation (AD-CDRI) will direct, monitor and implement community-based research initiatives with collaborative partners. For each project they supervise, the AD-CDRI is responsible for creating and implementing strategic and operational plans for each major project and monitoring and reporting on the program and financial goals. The position is also responsible for facilitating and coordinating a robust community engagement strategy while ensuring adherence to the IHN organization mission and values of authentic engagement, building community, and equitable practices. The AD-CDRI will oversee a portfolio of community-based research initiatives to bridge the gap between clinical care and research. The position will build effective and appropriate mechanisms for increasing awareness of long-term conditions among historically marginalized community members throughout the region. In partnership with VP-HECI, this position will develop IHN's research agenda and research infrastructure.

Overview and Background:

This role will be under IHN's Strategic Pillar of [Community Driven Innovation](#) and provide support and partnership to all IHN's Strategic Pillars in the organization's work to advance equitable research and outcomes. IHN is dedicated to ensuring diverse representation in research and to identify strategies, treatments and interventions to improve health outcomes for historically marginalized community members. In addition, IHN believes that partnerships have the power to drive an evidence-based approach to care delivery and by bringing together the perspectives and expertise of community members, community partners and academic research, we aim to foster innovative solutions tailored to the specific needs of underserved populations.

Primary Responsibilities:

- Provides strategic, technical, operational, financial, and managerial leadership to implement project activities successfully.
- The position will update the organization leaders and external stakeholders on project progress, changes from original plans, and existing or emerging risks.
- Coordinate the efforts of various stakeholders to ensure the completion of tasks.
- Tracks project plan elements and makes changes to stay on schedule.
- Works with collaborative partners to design, perform and evaluate research procedures; confers with collaborative partners to assist in developing plans for research projects and discusses the interpretation of results; collaborates in the preparation of



manuscripts for publications and preparation of contract proposals to sponsoring agencies; assists in the preparation of amendments to protocols and/or modifications to study design as appropriate.

- Follows contractual obligations and complies with donor or funder regulations and internal organizational policies, and serves as liaison with funding or sponsoring agency.
- Represents IHN in technical, policy, and planning events and forums with internal and external stakeholders.
- Engages with the academic, clinical, and community members through convening, networking, and presentations for the purposes of reducing barriers to access and increasing engagement in research.
- Supports the collaborative partners in the development of forms, questionnaires, and the application of research techniques; assists in writing instructional procedure manuals for study progress, and data collection.
- Develop equitable policies and procedures to guide research initiatives at IHN and develop IHN research agenda with VP-HECI.
- Work closely with community-based organizations, hospitals and Federally Qualified Health Centers (FQHCs) to support recruitment, health care team member engagement and dissemination of project learnings and findings.
- Actively work to incorporate community based participatory research and equity principles throughout research portfolio, partnerships and dissemination.
- Support the development and expansion of IHN's Community Driven Innovation pillar through grant writing and fundraising.
- Work collaborative partners to disseminate information and support patient access to Undiagnosed Diseases Network and Long-Covid Clinic.
- Support and supervise trauma informed care and group prenatal care trainings.
- Supervise and provide coaching to IHN program coordinator.
- Co-facilitate Network Community Academic Partnership (NCAP).
- In partnership with VP -HECI, responsible for federal and state funding grant functions at IHN, such as Federal Wide Assurance and eRA Commons.

Required Qualifications:

- Master's degree or above, preferably in a social science area (e.g., Psychology, Education, Social Work, Community Work, Public Admin, Sociology, Epidemiology, Public Health)
- At least five (5) years of project management and/or healthcare related experience
- At least five (5) years of progressively responsible and related research work experience
- Experience ethically recruiting and retaining a diverse study population; and
- Deep content knowledge of community based research, community advisory board (CABs) best practices and academic dissemination of data.

**Preferred Qualifications:**

- Background in maternal, infant and child health and community based health care.

Qualifications:

- Excellent communication, persuasive writing, editing and presentation skills.
- Strong understanding of benchmarks, leading practices, and innovations in diversity, equity, and inclusion strategies.
- Working knowledge of techniques and methodologies used in developing, coordinating and managing projects.
- Strong project management, orientation towards detail and organizational skills with a “plan ahead” approach and analytical, interpersonal and communication skills.
- Ability to work in a self-directed manner, with excellent coordination and time management skills.
- Demonstrated understanding of the health and social service landscape.
- Strong knowledge of Community-Based Participatory Research Principles, Institutional Review Boards (IRB), CABs and research funding mechanisms.
- Ability to maintain good working relationships with partner organizations and staff, volunteers, practicum students, and others.
- Proficiency with Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Internet browsing software or other relevant tools commonly used in project management.
- Have knowledge of research methods, data collection strategies, analytical procedures and interpreting data to advance projects.
- Strong understanding of equity principles, practices and historical research injustices is needed.
- Prior experience working with safety net organizations and populations.

Competencies: IHN values the following skills and attributes in all its employees

Communication: Demonstrates effective communication skills, conveying information in a clear and concise manner. Can articulate ideas and reflect what is being discussed in plain language to ensure understanding. Listens effectively to understand others and facilitates communication with supervisor, internal team members and external partners.

Interpersonal Skills and Team Collaboration: Builds and maintains positive relationships with people on the job. Contributes to a positive team environment and acknowledges successes and wins of team members. Seeks to collaborate with other initiatives when needed. Respects the working styles and boundaries of colleagues



Personal Effectiveness/Task Accomplishment: Demonstrates ability to plan and schedule work activities effectively. Manages workload and resources to achieve desired result. Allows flexibility in planning to accommodate changing needs by adopting alternate plans and shows flexibility in unforeseen challenges.

Analytical and Problem-Solving Skills: Demonstrates the ability to effectively evaluate problems and situations that comply with organizational processes, standards, policies and guiding principles. Ask questions to understand a problem or partnership and communicate with team members involved in the problem and solution before acting.

Time Management: Plans, organizes, manages and prioritizes work and time effectively and efficiently on a consistent basis. Demonstrates ability to break down complex tasks into manageable to-dos and manage daily tasks to effectively meet deadlines. Respects the time of others.

Accountability: Sets goals and objectives, consistent with organizational goals, and develops plans in concert with immediate supervisor to achieve those goals. Actively works to incorporate process changes and feedback optimize results and interpersonal relationships

Quality focus: Actively explores ways to improve quality of output and skill development. Maintain high quality consistent work by developing and maintaining systems for organizing work and information. Consistently shows long-term planning and detail orientation.

Organizational Commitment and Culture: Aligns performance and behavior with the needs, priorities and mission of the organization. Actively participates in racial equity initiatives and centers racial equity in their work. Takes initiative to support new staff and engage with staff.

Reporting Relationships: Reports to IHN's Vice President of Health Equity, Culture, & Innovation (VP HECI) and collaborates with partners.

Additional Information:

This exempt, full-time position (40 hours/week) is funded through several grants, with the primary funding source secured for three years. After, there is potential for possible transition to permanent staff at the end of grant periods. Employee will be eligible for full benefits including medical/dental insurance, life and disability insurance, retirement program, paid time off, Employee Assistance Program, and periodic review for incentive pay based on organizational and personal achievement.



All of the statements in this position description are intended to describe the general nature of the work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. This document describes the position currently available. The organization reserves the right to modify job duties or job descriptions at any time.

Work Environment:

Regular, daily travel to partner sites and external meetings required within a 30-mile radius. Travel is primarily local during the business day, although some out-of-the-area travel may be expected. Occasional overnight travel. The employee is constantly required to talk, hear, and operate a computer and mouse. The employee is frequently required to walk, bend, twist, push, pull, reach above shoulder and use hands to finger, handle, or feel. The employee will occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and distance vision.

Salary Range: \$75,000-80,000; contingent on qualifications/experience.

Application Instructions:

Please send cover letter, resume, and reference list by e-mail to: Assistant Director -
Community Driven Research and Innovation
St. Louis Integrated Health Network
ATTN: HR@stlouisihn.org

St. Louis Integrated Health Network Mission: Through partnership and collaboration, the St. Louis Integrated Health Network is a healthcare intermediary building capacity across sectors to advance health equity and improve wellbeing by increasing access to health and social services, with an emphasis on communities that have been historically excluded.

Vision: The St. Louis Integrated Health Network will be:

- The preferred partner for individuals, groups, and organizations looking to advance health equity.
- Recognized as a regional and national leader for increasing access to health and social services and eliminating health disparities.
- The leading incubator, conduit, and catalyst for community-driven approaches that positively impacts institutional and public policy, undoing structural and systemic barriers inhibiting wellbeing.

Guiding Principles:

Health Equity • Patient-Centered Orientation • Accountability



Outcome-Focused Decision Making • Innovation

Our guiding principles reflect our most important organizational commitments. They underscore our priorities and inform the decisions, actions and agendas of our leadership and staff. Practiced with fidelity, these principles help to ensure the alignment of our mission and operations. We hold ourselves accountable to these principles and we seek partners who share our commitments to our principles.