**Position Announcement**

**Title**: Research Study Assistant

**Hours**: Non-Exempt, 40 hours per week (weekend and evening hours required)

**Salary:** $20.00 - $22.00/hour

**Reports to:** Director of Health Services

# Position Summary

The Research Study Assistant at Gay City will work on a research project to evaluate new HIV testing technologies in clinical settings with high HIV incidence and contribute to Gay City Wellness Center activities.

**Duties and Responsibilities**

* Collect specimens and administer HIV tests on finger-stick blood samples (including dried blood spots) and perform venipuncture following standardized procedures.
* Interpret and discuss rapid HIV test results with clients
* Develop rapport with study participants at study visits, complete follow up calls at 1, 3, and 6 months after visits for each participant, and engage in other participant retention activities.
* Obtain and document informed consent from gay, bisexual and other men who have sex with men, women and transgender individuals for participation in the relevant research project.
* Maintain professionalism and the highest standards of research ethics during all study visits and communications with participants.
* Obtain and document client risk history and demographic information and facilitate computer-based behavioral survey.
* Provide referral for clients with reactive results.
* Assist with triage of transgender individuals and gay, bisexual and other men who have sex with men seeking HIV testing at Gay City to research project or clinical care.
* Maintain confidentiality of all records.
* Maintain accurate research records.
* Know and understand research project operating policies and procedures and charting.
* Maintain inventory, request clinical supplies in a timely manner and perform quality control procedures on all point-of-care tests.
* Transport specimens as needed.
* Educate gay, bisexual and other men who have sex with men, women and transgender individuals about health risks and promote behavioral changes to reduce risks.
* Attend relevant staff and community meetings focused on HIV and sexual health for transgender individuals and gay, bisexual and other men who have sex with men. These meetings may include outreach and education in Seattle bathhouses and gay bars.
* Work to assist and educate research participants and Gay City clients and community about HIV testing and other aspects of sexual health, particularly for men who have sex with men and transgender individuals as detailed below.
* Assist with reporting to the contracting agency as needed.

**Required Qualifications**

* Two years of college-level course work in a relevant academic area and one year of appropriate experience or equivalent education/experience.
* Prior experience building and maintaining rapport with clients/patients/participants for follow-up care and/or research.
* Prior experience in communicating critical personal health information (e.g. HIV status).
* Prior experience in communicating openly on explicitly sexual topics, including HIV/AIDS, without prejudice. NOTE: In addition to HIV and the HIV tests employed in this research project, this position is expected to serve as a resource to study participants and all Gay City clients on topics that may include: relative risks of HIV transmission from unprotected receptive anal sex, insertive anal sex, oral sex, and anilingus; benefits of condom use, condom negotiations during sex, condom selection, and triaging of problems such as fit and slippage; partner negotiations around monogamy, open relationships, and safety; safe use of sex toys, BDSM and other kink; education about and referrals for PrEP (pre-exposure prophylaxis for HIV); and other topics related to sexual health for transgender individuals and gay, bisexual and other men who have sex with men.
* Knowledge and familiarity of issues impacting queer and trans communities with demonstrated ability to apply a lens of intersectionality, particularly with regard to race, class, gender, age and ability.
* Excellent verbal, written, and interpersonal communication skills, including the ability to use sound judgment to determine appropriate course(s) of action in complex interpersonal situations.
* Must be highly organized, detail oriented, and committed to delivering quality customer service.
* Friendly, engaging presence with an ability to establish and maintain close collegial working relationships both internally and externally.
* Established ability to maintain a high level of production while working independently.
* General proficiency with computers and ability to learn new software.
* Evening and weekend availability required.

**Preferred Qualifications**

* Certified or eligible upon hire for Medical Assistant/ Phlebotomist licensure or equivalent. (Gay City will provide the necessary training if applicant does not already have a license).
* Certification of prior attendance at an HIV Prevention Counseling training or certification by a prior employer or academic supervisor of equivalent training (as specifically described by CDC, DOH, and/or PHSKC) or experience.
* Two years of prior experience in HIV counseling and testing as has been defined in the Washington Administrative Code (246-100-207) or in care of HIV-infected persons.
* One year of experience working with transgender individuals or gay, bisexual or other men who have sex with men.
* Experience working within Seattle’s LGBTQ communities.

**Compensation and Benefits**

* This is a non-exempt, hourly position. The salary range is $20.00-$22.00/hour
* Full healthcare, dental, and optical coverage offered.
* Generous vacation package in addition to paid sick and safe leave.
* Gay City recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.
* ORCA card that pays for your fare on most Puget Sound transportation services.

**How to Apply**

* Please submit cover letter and resume via e-mail to jobs@gaycity.org
* Please use **“Research Study Assistant - *Your name*”** in the subject line.

Gay City is an equal opportunity employer. Gay City does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered.