



## **Volunteer Research Assistant Prevention and Recovery in Early Psychosis (PREP) Program**

### **Agency Overview**

Founded in 1889, Felton Institute (formerly Family Service Agency) is the oldest nonsectarian, nonprofit charitable social-services provider in the City and County of San Francisco. Our mission is to strengthen families by providing caring, effective, and innovative social services, with special emphasis on the needs of low-income families, children, the elderly, and individuals who are disabled, thus improving the quality of life for all San Franciscans.

### **Program Description**

Named for Kitty Felton, pioneering founding director; the Felton Institute (FI) strives for Excellence in Clinical Training. FI provides intensive clinical training in evidence-based treatments to address the most complex mental-health issues of today. FI serves as the central resource in the implementation of evidence-based practices in every element of our service delivery, to maximize client recovery. Drawing on the nation's best teachers and clinicians, in many cases FI are taught by the very professors and clinicians who developed the original treatment methods.

### **Job Description**

Volunteer PREP RA will report to PREP Research and Evaluation Analyst and will be responsible for data management, statistical analysis, literature reviews, report writing, and other research-related tasks. A candidate should be available to commit to PREP 8-10 hours per week for at least 6 months.

### **Minimum Qualifications**

- Minimum 1-year experience as RA
- At least 2 years progress towards Bachelor's degree in Psychology, Social Work, Public Health, or related field
- Working knowledge of a variety of computer software applications (i.e. SPSS, Microsoft Office, and Adobe Acrobat)
- Knowledge of social science research design and standard research methodology
- Strong data entry/management skills
- Strong quantitative skills
- Strong written and verbal communication skills
- Ability to prioritize projects and follow through
- Ability to be a team player with a welcoming attitude

### **ADDITIONAL INFORMATION**

Division: Research and Training, PREP  
Reports to: PREP Research and Evaluation Analyst  
Position: Part-time  
Location: 711 Van Ness Avenue, #520, San Francisco, CA

### **CONTACT INFORMATION**

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