



Associate Director of Research

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

This position will report to the Director of Research and Training and be responsible for the development of a research, programmatic, and organizational development infrastructure within Felton Institute and PREP. Responsibilities include managing a community-based research team embedded within diverse programs of the Felton Institute who are in the 3rd year of implementing a decision-support research contract from the Patient-Centered Outcomes Research Institute (PCORI); developing, refining, and evaluating both emerging and existing evidence-based practices within Felton, including our Prevention and Recovery in Early Psychosis (PREP) and Bipolar disorder Early Assessment and Management (BEAM) programs, and at external implementation sites; collaborating with UCSF and UNM investigators and Felton leadership to collect research data; writing papers for publication in peer-reviewed journals; seeking out, preparing, applying, and presenting at local, national, and international conferences in appropriate fields; grant writing and proposals in collaboration with the Development team; and establishing continuous quality improvement and process evaluation methods and metrics for management and oversight. In addition, the Associate Director of Research will have broad latitude to design and implement new research projects and new interventions. For the right person—who is committed to the intersection of research, innovation and social justice—this can be the opportunity to fulfill your vision with the full institutional support of San Francisco's oldest and largest outpatient service provider.

Specific Job Duties

- Develops and manages the formative and summative evaluation and measurement infrastructure at Felton Institute
- Develops, refines, and prepares new service interventions for evaluation and dissemination
- Establishes goals for the agency that support performance, results, and accountability
- Develop standards and provide training and support to stakeholders, providers, and executive team audiences in evaluation, outcomes monitoring, and process measurement
- Works collaboratively with all Felton research and evaluation staff
- Conducts appropriate analyses, prepares and disseminates reports to meet internal and external reporting requirements
- Participates in other Felton related research initiatives as deemed appropriate

- Works collaboratively on publications with academic partners
- Preparing and submitting work to peer reviewed journals for publication (at least 2 per year)
- Seeking and maintaining all appropriate IRB approval for Felton projects
- Prepares and implements agency evaluation protocols
- Fully responsible for the identification and selection of reliable and valid tools and metrics for use in outcomes evaluation and performance measurement agency-wide
- Coordinates and liaisons with IT and programming staff to facilitate modifications to Felton's information management system that supports timely access to outcome and quality of care data, as well as key performance measures for programs and the agency
- Collaborates with management and clinical service teams to provide support and related communication/coordination with various partners around the use of data.
- Attends all research and grant-related meetings
- Oversees pilot phases of research and transitions from pilot to actual implementation of tools at Felton.
- Follows up with all clinicians and tracks progress in implementing PCORI interventions
- Develops and maintains all research standards and protocols according to professional standards and codes at Felton
- May be asked to participate in APA continuing education team meetings for Felton Institute if degree deemed appropriate

Minimum Qualifications

- All candidates must hold a PhD in a mental health or social service field (psychology, social work, etc.)
- Applicants should ideally specialize in community mental health
- Should be knowledgeable in the design, implementation and evaluation of evidence based practice in community mental health settings
- Knowledge of translational science and implementation research is particularly desired
- Knowledge of both quantitative and qualitative research methods
- Proven ability to work as a team player with community service providers
- At least 2 years experience in an active research program, preferably in clinical practice
- Have a demonstrated ability to pursue extramural research funding, with a publication track record
- Working knowledge of a variety of computer software applications (i.e. SPSS, Microsoft Word, Excel and Access, PowerPoint, Adobe Acrobat) or similar database software
- Strong communication skills
- Strong Interpersonal skills
- Strong leadership and management skills
- Ability to prioritize projects and follow through

Additional Information

Division: Felton Institute

Reports to: Melissa Moore, Director of Research and Training

Location: San Francisco

Position: 100%

SEND RESUMES TO:

Gala Martin

Recruiting Manager

Felton Institute

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