**UWHires Req #188109 – MUST APPLY THROUGH UWHIRES**

Families Together/Department of Children, Youth, & Families Liaison – Limited Term Appointment

Hourly position, 8 hours/month

Start date: 4/1/2021 (estimated)

Estimated end date: 3/31/2021

Hourly rate: $25-38 (salary commensurate with experience)

The Department of Child, Family, & Population Health Nursing has an outstanding opportunity for an hourly temporary staff Research Coordinator, beginning April 2021 or at the convenience of the employer and employee.

The Research Coordinator will be an integral member of the research study team for a federally-funded research project titled “Intervention to Improve Outcomes for Foster Children Reunited With Their Birth Families.” *Families Together* is a 5-year to evaluate the effectiveness of *Promoting First Relationships®*, a community based program adapted to meet the needs of reunified birth parents of young children. *Families Together* will test the effectiveness of *Promoting First Relationships®* in comparison to the Resource & Referral control condition to improve parenting, reduce children’s social, emotional, and behavioral problems, and reduce referrals to CPS and re-entry into foster care, for newly reunified families with children under 5 years of age. *Families Together* has the potential to inform policy and practice to improve the lives of reunified families and lower CWS costs.

The Families Together/ Department of Children, Youth, & Families (DCYF) Liaison assists with study recruitment for the Families Together research study. The Washington State Institutional Review Board (WSIRB) has reviewed and approved the study procedures. They require that a DCYF liaison send letters to potential study families introducing the study and allowing families to opt out, before their names are passed on to the study recruitment coordinator. This is a limited term appointment, for the duration of time that the project is recruiting study participants.

Duties:

1. Travel to a Department of Children, Youth, & Families office. Make reservations at the DCYF “hotel office” in order to conduct study work and adhere to all study and DCYF COVID-related safety protocols.
2. Receive monthly confidential e-mails containing potential study subjects’ contact information, from the DCYF Data Management & Reporting Section. Compare monthly lists to omit duplicates.
3. Research any incomplete or inaccurate contact information contained on confidential lists. Contact DCYF staff to obtain additional contact information, and clarification.
4. Put together study mailings to potential study subjects.
5. Receive mail returned as undeliverable and attempt to obtain accurate address. Receive replies from potential study subjects who indicate they do not want to participate. Edit the list of potential study subjects, remove names of people who do not give permission for the UW study recruitment coordinator to contact them.
6. Receive phone calls from potential study subjects who have questions about the study or want to add or remove their names from the list given to the UW recruitment coordinator.
7. Follow procedures for confidentiality; maintain confidential lists of potential study subjects.
8. Securely send confidential lists of potential study participants who have not opted out of the study to the UW study recruitment coordinator.
9. Provide monthly reports to the project director.

Requirements:

1. Minimum of a Bachelor’s of Social Work (BSW) degree or equivalent.
2. Experience as a current or previous Washington State Children’s Administration/Department of Children, Youth, & Families and/or Department of Social and Health Services employee or volunteer is required by our IRB protocol.