PROGRAM EVALUATION ASSISTANT

Qualifications

- Proficient in Excel and Microsoft Word.
- Experience with Google Docs and databases. Zoom experience is a plus.
- Good follow-through. Ability to complete tasks with little or no supervision.
- Flexibility.
- Ability to multi-task.
- Strong organizational skills.
- Patience.
- Experience in data collection and with patient contact by phone in a clinical setting is a plus.

Job Description

The Program Evaluation Assistant is responsible for client interviews (patient contact by phone in a clinical setting).

Complete periodic assessments through telephone interviews with patients seen in the Schiele Clinic. These assessments include standard measures designed to monitor and assess patients’ progress in therapy and to evaluate the effectiveness of their treatment. The assistant will also be responsible for accurately recording the data collected from the assessments in the Schiele Clinic medical records system.

Includes:
- Occasional administrative meetings with development and Schiele Clinic staff
- Data coordination with Casa de Salud staff and Schiele Clinic therapists and staff
- Must follow HIPAA compliant procedures

Other Tasks/Program Support Responsibilities:
- Set up and be present in office to support Monday evening classes.
- Other support projects as needed during regular hours.
- Must be able to lift 30lbs and move furniture to set up rooms.
- Regular office hours: Approximately 4pm-9:30pm Mondays

Position Evaluation:
- Accuracy & timeliness of reporting
- Completeness of files
- Co-worker, Faculty, Students & Supervisor satisfaction levels
- Use of technology
- Ability to streamline tasks to efficiently complete requirements

How to Apply: Submit resume and cover letter to

St. Louis Psychoanalytic Institute
Attn: Cathy Krane
8820 Ladue Road, 3rd Floor
St. Louis, MO. 63124

Or email csk@stlpi.org