

Job Title	Interviewer/Technician
PVN ID	QC-2406-006295
Category	Instruction and Social Service
Location	QUEENS COLLEGE
Department	Barry Commoner Center
Status	Part Time
Hourly Rate	\$20.00-\$21.00
Hour(s) a Week	14.00
Closing Date	Aug 06, 2024 (Or Until Filled)

General Description

The Barry Commoner Center at Queens College is searching for a technician to work on the World Trade Center Heart Study at the Barry Commoner Center office.

They will assist the project coordinator with the active annual follow-up consisting of:

1. Scan sensitive documents and organize them in the cabinet.
2. Maintain records in custody.
3. Request the medical chart for abnormalities pertaining to the study after obtaining written informed consent (HIPPA form) and obtain all positive interviews, all necessary physician, hospital, or death documents as recorded.
4. Follow up with the hospital about the medical record request information.
5. Other duties as assigned.

Work Hours: Work is Part-Time. Seven (7) hours per day/ (14 hours/week) or 2 days per week.

Type of job: In person, entry level.

Other Duties

1. Liaise between hospitals and participants for medical records, including conducting discussions with physicians and nurses.
2. Participate in 1 team meeting (once a week) and training for File Maker database.
3. Once a year, print and send the annual WTC-Heart Newsletter/ flyers.
4. Occasionally, support interviewers with follow up phone calls.

Qualifications

Minimum Qualifications

- Bachelor's degree in science, biology or related, with work experience in health research studies (observational or clinic).
- Recommendation from a previous employer.
- Responsible, punctual, and proactive.
- Excel knowledge.