<table>
<thead>
<tr>
<th>Req Number</th>
<th>43676BR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Contraceptive Training Specialist</td>
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<tr>
<td>Job Code and Payroll Title</td>
<td>7235 ANALYST II</td>
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<tr>
<td>Location</td>
<td>Laurel Heights</td>
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<tr>
<td>Department Name</td>
<td>Department of Obstetrics, Gynecology &amp; Reproductive Science</td>
</tr>
<tr>
<td>Work Days</td>
<td>Variable shifts, 7:00 am - 8:00 pm</td>
</tr>
<tr>
<td>Shift</td>
<td>Days</td>
</tr>
<tr>
<td></td>
<td>Evenings</td>
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**Job Summary**

The Beyond the Pill program at the Bixby Center for Global Reproductive Health seeks a Contraceptive Training Specialist to lead health care provider trainings and coordinate health education activities for its national program dedicated to assuring the full range of effective contraceptive methods is available to all women. This program seeks to increase the competency of health care providers to overcome barriers to offering all birth control methods, including highly effective or long-acting reversible contraceptive (LARC) methods, and to give women the information they need to make more informed choices about effective contraception through innovative training, education and research. The program’s trainings on contraception are conducted throughout the US for clinics, colleges and other organizations and include general information suitable for all audiences, as well as separate practicums focused on counseling and clinical skills. Under the direction of the Principal Investigator and Project Director, the Contraceptive Training Specialist brings experience as an engaging speaker and dynamic group facilitator able to establish and maintain rapport with small and large groups across the spectrum of clinic, who can plan, coordinate and evaluate trainings; conduct outreach with providers; adapt training curriculum for different audiences; provide technical assistance; contribute to the development of new training modules and health materials; and provide other research and programmatic support as needed. This position requires regular travel for trainings, conferences and meetings throughout the US. The position requires excellent organizational and interpersonal skills; the ability to work independently and as part of a multidisciplinary team; at least three years of experience working in the reproductive health field; demonstrated expertise in contraceptive education and current counseling trends, including providing direct client services in a family planning setting; and demonstrated expertise in training methods and techniques for adult learners. The incumbent must have proficiency in Microsoft Word, Excel, Outlook and PowerPoint, PubMed, and data capture applications, such as Qualtrics; and knowledge of ethical review board guidelines, HIPAA, and protection of data confidentiality.

**OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCE**

The mission of the Department of Obstetrics, Gynecology & Reproductive Science (OB/GYN & R.S.) is to promote health and prevent disease in women. We accomplish this by supporting the programmatic initiatives of our faculty and staff in the areas of patient care, education, and research. We are committed to providing quality health care services to all women; educating health care providers and investigators; and conducting research to advance knowledge in our field.

**ABOUT UCSF**

The University of California, San Francisco (UCSF) is a leading university
dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

**Required Qualifications**
- BA/BS degree with a major in a related field and two years of experience in administrative analysis or operations research; or an equivalent combination of education and experience
- At least three years of experience in the reproductive health field in training, service provision, research and/or administration
- Demonstrated expertise in contraceptive education and current counseling trends, including at least one year of providing direct client services in a family planning setting.
- Knowledge of ethical review board guidelines, HIPAA, and protection of data confidentiality.
- Demonstrated expertise in training methods and techniques, including experience in facilitation or teaching of adult learners.
- Experienced, dynamic speaker and group facilitator who is able to engage easily, establish and maintain rapport with small and large groups across the spectrum of clinic workers including frontline staff, educators, clinicians, administrative and medical directors.
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint, PubMed, and data capture applications, such as Qualtrics, and in using AV equipment.
- Ability to travel throughout the US for trainings, conferences and meetings up to 80% effort.
- Communicates scientific information clearly and concisely.
- Demonstrated oral and written communications skills.
- Highly organized and exceptional attention to detail.
- Ability to manage multiple projects simultaneously and to prioritize tasks.
- Ability to work with people from diverse communities.
- Excellent organizational and interpersonal skills.
- Ability to work independently and as part of a multidisciplinary team.

**Preferred Qualifications**
- Master’s degree in public health or a related field.
- Certified Health Education Specialist.
- Knowledge of gynecologic and contraceptive coverage, billing and/or coding.

**License/Certification**
- n/a

**Position Type**
- Full Time

**Percentage**
- 100%

**Equal Employment Opportunity**
The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. Further information about the University of California, San Francisco, is available at diversity.ucsf.edu. UCSF seeks candidates whose skills, and personal and professional experience, have prepared them to contribute to our commitment to diversity and excellence, and the communities we serve.