



## MENTAL HEALTH RESEARCH COORDINATOR

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### ORGANIZATION OVERVIEW

Possible is a collaboration between an independent Nepal-based non-governmental organization and a US-based non-profit. We are two entities who operate independently, with a mutually interdependent partnership and a common goal of supporting health innovation in Nepal. Possible engages in rigorous and collaborative research and innovation to address evidence, implementation, and policy gaps in the equity, quality and accessibility of healthcare. We envision a world where everyone, everywhere has access to high-quality healthcare rooted in evidence, inclusion, and equity. Our research endeavors and partnerships aim to address challenges in context and from stated or established needs rather than for the novelty of research. As such we partner with community-based organizations, public and private sector academic institutions and research organizations to leverage research and evidence to inform and implement innovative solutions to healthcare challenges in Nepal.

We do so by:

1. Helping to build solutions to long-term health systems strengthening needs, including COVID-19 pandemic response, mitigation, and resilience;
2. Conducting collaborative high-quality healthcare delivery research to address healthcare challenges in neglected areas, conditions, and the inclusion of historically marginalized and oppressed communities;
3. Generating and leveraging evidence to inform healthcare decisions, healthcare provision and health policy to improve healthcare inclusiveness, equity and quality;
4. Providing technical assistance and programmatic support for the integration and adoption of innovative evidence-based solutions;
5. Building research capacity of healthcare workers and researchers

Possible strongly believes in institutionalizing evidence, equity and inclusion in its structures, policies and work. To that end, we have adopted the following core values:

#### People Centered

- Anchoring our work with a focus on the people we aim to serve in our vision of achieving access to high-quality healthcare rooted in evidence, equity and inclusion

- We value our employees and understand that work/life balance, flexibility, and continuous support are essential for employees to flourish and work optimally

### Participatory and Collaborative

- Ensuring team members and partners not only have access to information but feel empowered and have mechanisms to provide input and feedback into the work and organization

### Humility

- A culture of openness, curiosity and continuous learning to ensure we are staying accountable to our values, our mission and vision

### Transparency

- Clarity and understanding of organizational strategy, decision making, processes and access to information

### Accountability

- Continuously striving to bridge the gap between those with decision making power and those impacted by the decisions

## POSITION DESCRIPTION

Possible, a non-governmental organization registered in Nepal, is seeking a **Mental Health Research Coordinator** to help the roll-out and scale-up of mental health services and implementation research with Possible and their partner sites. The Mental Health Research Coordinator should see themselves as an advocate for Possible's mission, vision and values.

Reports to: Mental Health Research Manager

Direct Reports: None

Dotted Line Reports: Mental Health Research Advisors

Location: Kathmandu with 30-50% travel to the partner sites

## AREAS OF RESPONSIBILITY

The Mental Health Research Coordinator will work closely with the research team and partner sites to be chiefly responsible for the following areas of work:

1. **Support the development, rollout, and evaluation of mental health research protocols at Possible and partner sites, including all data processes, analysis, and write-up for manuscripts.**
  - a. Support all mental health-related research conducted by Possible.
  - b. Contribute to the process of developing mental health research protocols at Possible
  - c. Lead and guide staff (clinicians, researchers, and others) in implementing research protocols (e.g., intervention, surveys, questionnaires, patient-centered outcomes) for mental health research.
  - d. Oversee translation and adaptation of data collection tools for implementation in Nepal.
  - e. Oversee appropriate integration of data tools in existing and new systems (e.g., integrating clinical research tools in relevant platforms, integrating survey questionnaires for clinicians in REDCap, or integrating tools within CommCare Suite for use by community health workers).
  - f. Ensure ethical conduct of research by following protocols approved by institutional and national review boards.
  - g. Discuss the progress and challenges at least once a week with the line manager and at least once a month with the director of implementation research.
  - h. Lead meetings with the research team, partner sites, and mental health advisors on mental health research and facilitate cross-disciplinary learning.
  
2. **Coordinate with the partner sites to implement Possible's mental health research**
  - a. Provide guidance, supervision, and technical assistance to the partner sites in rolling out mental health services.
  - b. Provide guidance, supervision, and technical assistance to the partner sites in services that will benefit from skills in behavioral health (e.g., improving counseling skills of community health workers)
  - c. Support quantitative data collection and analysis (e.g., cleaning the database and conducting statistical data analysis using any software of choice like R, STATA, SPSS, SAS, etc.).
  - d. Support qualitative data collection and analysis (e.g., finalizing tools for focus groups, semi-structured interviews, coordinating interviews, and conducting analysis using any choice software like Dedoose, ATLAS.ti, etc.).
  - e. Support the process of and participate in preparing manuscripts for submission to academic journals.
  - f. Assist the team in executing protocols for disseminating research findings in lay media.
  
3. **Assist the Possible team in generating additional resources, revenue, and support for mental health research.**

- a. Participate in grant-writing for mental health with academic and non-academic funders.
- b. Prepare and ensure submission of IRB applications and other materials to support mental health research conducted by Possible.
- c. Provide support to reporting and other funders' requirements for mental health.
- d. Seek out national and international resources to support mental health research.
- e. Collaborate with other organizations in Nepal and abroad to jointly access additional resources for mental health research.

The above list of responsibilities is not comprehensive and may be changed by the Mental Health Research Coordinator and their manager.

#### Must Haves:

1. ***Commitment to Possible's Values, Mission & Vision:*** The MH Research Coordinator must be an advocate for Possible's values and culture. She/he/they need to lead by example in their own conduct, hold others accountable, and have an unshakeable commitment to the values and culture we are trying to build.
2. ***Gender Equity and Social Inclusion Understanding and Experience:*** The MH Research Coordinator needs to be open to learning (or unlearning) and integrate gender equity and social inclusion perspective into every aspect of their work.
3. ***Humility:*** The MH Research Coordinator must approach their work with humility, an open mind, a culture of openness, curiosity and continuous learning (or unlearn!) to ensure we are staying accountable to our values, our mission and vision.
4. ***A strong understanding of qualitative and quantitative research:*** The MH Research Coordinator must have a strong knowledge and training in research methodologies and has experience in research settings (e.g., academic, think-tank, research policy, research NGO/INGO, or research with the government). Skills in using software for data collections, management, and analysis are preferred (e.g., STATA, R, SAS, Dedoose, ATLAS.ti, etc.)
5. ***Passionate about mental health and behavioral health research:*** Our goal is to generate supporting evidence to increase access, quality, and reach of mental health services through research and innovation. We are looking for someone committed to bringing a positive and sustainable change in mental health services.

6. ***Problem solving and entrepreneurship:*** We need a team member who is innovative and resourceful and will improve our research model, partnership, and systems. The team member should be able to work both independently as well as in a team setting.
7. ***Ability to work with a diverse team:*** The mental health research coordinator will collaborate with academic partners, community-based organizations, and researchers. We are looking for a team member capable of working with diverse people from clinical, non-clinical, and research backgrounds.
8. ***Strong motivation and flexibility to travel to urban, semi-urban, and remote areas in Nepal:*** This position requires the team member to visit the partner sites located across different geographical settings in Nepal.
9. ***Qualifications:*** Master's in psychology; at least two years of experience in mental health research or service delivery; Proficiency in written and spoken English; high-level fluency in Nepali; proficiency in Maithili (preferred). Nepali Citizen based in Nepal.

#### APPLICATION PROCESS

Email CV and cover letter to [recruitment@possiblehealth.org](mailto:recruitment@possiblehealth.org). When applying please include name and position in the subject line. Applications will be accepted on a rolling basis until filled. If we are interested in your submission we will contact you to advance the application process. Please note that due to a large volume of applications, your application may not be responded to.