



Schrafft's City Center
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JOB DESCRIPTION

JOB TITLE: Access Database Developer
DEPARTMENT: Infectious Disease Drug Assistance Program (IDDAP)
HOURS: Monday-Friday, 40 hours/week
DATE: October 16, 2019

SUMMARY OF ORGANIZATION:

Since 1989, Community Research Initiative (CRI) has sponsored community-based research on HIV/AIDS and other infectious diseases. In addition to its research program, CRI operates the Infectious Disease Drug Assistance Program (IDDAP) under contract with the Massachusetts Department of Public Health and the Boston Public Health Commission. This program, funded by both federal and state dollars, is one of the most comprehensive programs of its kind in the country, and provides access to HIV-related and other medications to under- or uninsured clients through the HIV Drug Assistance Program (HDAP). The program also provides health insurance for individuals with HIV/AIDS who are otherwise unable to access coverage through its comprehensive Health Insurance Initiative (CHII). HDAP and CHII are key programs within the larger umbrella of IDDAP programs, including covering the cost of tuberculosis drugs in the TB Drug Assistance Program (TBDAP); and HIV prevention programs such as the Pre-exposure Prophylaxis Drug Assistance Program (PrEPDAP) and non-Occupational Post-Exposure Prophylaxis Program (nPEP).

JOB SUMMARY:

We are currently seeking a full-time in-house Microsoft Access Database Developer. The ideal candidate will be responsible for the maintenance of and enhancements to four MS Access databases, including a mission-critical business application with extensive complex VBA code. This person will also be responsible for data analysis, software issue resolution, and integration of data across our systems. We are looking for someone who can work with our key team members and outside developers to understand needs and expectations, prioritize effectively, and determine solutions.

QUALIFICATIONS:

EDUCATION:

- Bachelor's degree or equivalent technical training.
- Microsoft Certified Professional certification, especially based on data management exams, is desirable. Having commensurate experience is preferred.

EXPERIENCE SKILLS NEEDED:

- Advanced development experience using MS Access/Visual Basic for Applications (VBA) is vital.
- Experience with SQL Server, writing T-SQL and having a strong understanding of relational database structures and design is preferred.
- Experience in Excel, .Net, C#, or API development is a plus.
- Strong analytical and problem-solving skills, an ability to conform to shifting priorities, and capability to balance multiple projects and tasks concurrently is necessary.
- Strong written and oral communication, and interpersonal skills are necessary to effectively communicate with persons at all levels of the organization.
- Exceptional team player with leadership ability, critical thinking abilities, and strong work ethic is required.
- Experience with healthcare data integration, reporting and analytics functions is highly preferable.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Learn, maintain, and upgrade existing company systems as needed.
- Develop new applications as requested to improve the organization's productivity and/or processes and engage in the database development process, from inception through delivery.
- Create, modify and design MS Access reports, data exports and imports, and Excel files that link directly to ODBC databases.
- Provide process improvements by automating manual processes.
- Analyze, audit, modify, and amend data in systems as required by other team members.
- Assist with development efforts to define and automate data gathering, analysis and reporting processes.
- Perform other related duties as assigned.

This job description is not meant to be all-inclusive. Management reserves the right to assign duties and responsibilities to this job at any time.

COMPENSATION:

Salary commensurate with experience. Compensation package includes salary, health coverage (dental and vision also available), disability and life insurance. Generous paid vacation benefits and professional development opportunities.

To apply, please email a cover letter and resume to jobs@crine.org

CRI IS AN EQUAL OPPORTUNITY EMPLOYER: CRI is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, gender, religion, national origin, disability, veteran status, age, marital status, sexual orientation, gender identity, genetic information, or any other class protected by federal or state law (EEO/AA).