

## JOB POST



**Position Title:** Research Assistant

**Department:** Primary Health Care (PHC)

**Reporting to:** Manager; Ottawa Newcomer Health Centre (ONHC)

**Type:** 3 year contract with variable hours

**Pay Band:** \$20 per hour

**Application Deadline:** 5:00 PM EST Thursday January 16, 2020

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### Position Description

Somerset West Community Health Centre and CAMH are seeking a research assistant to assist with a recently funded study focusing on developing culturally adapted cognitive behavioural therapy for Canadians of South Asian Origin. Reporting to the Ottawa Newcomer Health Centre and working closely with the Project Manager and Principal Investigator, the research assistant will work as part of a team to assist in the daily operation and implementation of a national research study at Ottawa Newcomer Health Centre. Successful candidates will have a proven track record of supporting qualitative research studies, including facilitating interviews and focus groups.

### Education

Post secondary degree or higher

### Position Requirements

- Oversees the recruitment, screening, and enrollment of study participants; administers structured questionnaires (e.g. HADS etc.).
- Oversees the data collection process for both quantitative and qualitative research (administers questionnaires, facilitates interviews and focus groups) while supporting and ensuring compliance with standard operating procedures
- Provides technical guidance and advice to scientific team on data collection issues, data analysis etc.
- Maintains research documentation according to the appropriate regulatory guidelines
- Supports the preparation of Research Ethics Board materials, including protocol amendments, annual renewals, and ongoing compliance; enters and checks data, summarizes study progress, tracks research submissions and deliverables
- Organizes study files and performs other research administrative tasks, as appropriate
- Assists with the preparation of semi-annual reports, which involves collecting and summarizing key performance indicators
- Liasés and maintains contact with partners and research participants, community agency partners and academic partners
- Supports with the development of knowledge translation and communication materials
- Organizes annual site and research team meetings (e.g., communications/promotions processes, venue set up/tear down, AV requirements, catering, registration, presenters, evaluation, taking minutes)
- Conduct literature searches, synthesis, and provide support for manuscript preparation

### Training and Experience

- Previous research experience, particularly working with individuals with mental health issues
- Pursuing or completed a Masters in a related discipline
- Understanding of the social determinants of health, the principles of health equity and anti-oppression and how they apply in the context of access to mental health services
- Experience collecting qualitative data via interviews and focus group discussions
- Knowledge of basic clinical rating scales and Cognitive Behavioral Therapy

- Proficiency in using Windows-based operating systems and word processing packages. Familiarity with Microsoft Office Suite (MSWord, Excel, Powerpoint etc.). Experience working with qualitative data analysis software (NVivo, Dedoose) and knowledge of SPSS and/or SAS is an asset
- Detail oriented with demonstrated organizational skills with the ability to produce high quality and accurate work while meeting program deadlines and requirements
- Superior interpersonal, communication (oral/written skills are required along with the ability to collaborate effectively with team members in a multi-disciplinary team environment.
- Experience working with people from diverse clients, staff, clinical and demographic populations
- Experience working with Canadians of South Asian origin within Ottawa
- Fluency in a South Asian language (e.g. Tamil, Bengali, Gujarati, Punjabi, Hindi, Urdu, Sinhala) considered an asset and is preferred

### **Language Capability**

Fluency in English is required

Fluency in a South Asian language (e.g. Tamil, Bengali, Gujarati, Punjabi, Hindi, Urdu, Sinhala) is preferred

Please submit a cover letter and resume by **5:00 PM EST Thursday January 16, 2020**

to: <https://swchc.bamboohr.com/jobs/view.php?id=230>

*If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.*

*Somerset West Community Health Centre is an equal opportunity employer who values the diversity of individuals in our programs and services.*

*Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.*