



Job Posting: Research Assistant II

Job Description:

Well Living House at the Centre for Urban Health Solutions (C-UHS) at St. Michael's Hospital is an action research centre that focuses on Indigenous infant, child and family health and wellbeing. At its heart is an aspiration to be a place where Indigenous people can come together to gather, understand, link and share knowledge about happy and healthy child, family and community living.

The centre is built from a foundation of almost two decades of collaborative work between Indigenous health researchers, front line health practitioners and Indigenous community Grandparents. The long-term vision of the Well Living House is that every Indigenous infant will be born into a context that promotes health and wellbeing – at the individual, family and community levels.

We plan to achieve this vision by improving health policies, services and programs through knowledge work: conducting research, building knowledge networks, and providing training. In all that we do, the Well Living House is committed to using and protecting our Indigenous knowledge, languages and ways of working.

The Our Health Counts projects use Indigenous community driven processes to generate a primary data platform and address gaps in understanding urban Indigenous health and wellbeing by working in partnership with Indigenous health service providers across Ontario.

Working under the direction of the Principal Investigator and Research Associate, the Research Assistant will oversee and support communications with community and research partners, and research activities involved in the Our Health Counts Ontario project. Tasks will include assisting in result dissemination, arranging logistics surrounding site visits and project implementation, and administrative support.

Weekly hours: Full-Time
Hourly rate: \$22.53 – \$28.16
Start Date: As soon as possible – March 31st, 2020
Location: Well Living House, Centre for Urban Health Solutions (C-UHS) at St. Michael's Hospital, Toronto, ON

Responsibilities

- Applies Indigenous community based knowledge to the study
- Performs general office duties, e.g. files and maintains documentation, records, and study information
- Maintain confidentiality of information and records in accordance with standards of ethics and the principles of OCAP (Ownership, Control, Access and Possession) which are important to research with Indigenous people in Canada
- Assists in literature searches and preparation of community project reports
- Support communications with research and community partners across Ontario and other stakeholders
- Coordinates meetings, manages meeting minutes and agenda
- Assist with data management using the relevant research methodology while properly handling all research material
- Support in coordinating study visits, including travel for project stakeholders
- Other duties as defined by the Principal Investigator and Research Coordinator

Qualifications

- Bachelor of Science/Arts or relevant experience
- Experience with community-based research approaches, and knowledge of Indigenous communities in Ontario
- Experience with quantitative research methods
- Experience with community dissemination strategies and interest in creative knowledge translation strategies
- Basic computer skills, particularly database, spreadsheet and word processing
- Excellent communication (verbal/written) and interpersonal skills are necessary
- Ability to work independently and as part of a team
- Excellent attention to detail and proven ability to learn new skills
- Excellent organizational skills to manage multiple tasks in a timely manner and flexibility to adapt to changing workload