

# Employment Opportunity

<p><b>Job Title:</b> Research Assistant</p>	<p><b>Date Posted:</b> July 8, 2020</p>	<p><b>Report to:</b> Program Support for Support Services</p>
<p><b>Job Posting # RA-009/2020-21</b></p>	<p><b>Date Closed:</b> July 18, 2020</p>	<p><b>Position Type:</b> Part -Time Contract, Until March 31, 2022</p>

**About Organization:**

Punjabi Community Health Services (PCHS) is a pioneer community based not for profit, charitable organization. PCHS has been fulfilling the needs of the diverse populations for 30 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada. PCHS is a 2SLGBTQ sensitive organization.

**About Position:**

PCHS is looking for 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 'Program Support for Support Services' and working closely with the Program Support for Support Services 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 PCHS. Successful candidates will have a proven track record of supporting qualitative research studies, including facilitating interviews and focus groups.

**Qualifications, Training and Experience:**

- Pursuing or completed a Masters in a related discipline
- Previous research experience, particularly working with individuals with mental health issues
- 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 Behavioural 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 in the Greater Toronto Area
- Fluency in a South Asian language (Punjabi, Hindi, Urdu) is preferred
- Current CPR/ First-Aid certification is an asset

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## **Requirements:**

- Valid driver's license, access to a vehicle with valid insurance
- A satisfactory Vulnerable Sector Screening (Criminal Record Check) report

## **Key Responsibilities:**

- Oversees the recruitment, screening, and enrollment of study participants; administers structured questionnaires (e.g. HADS)
- 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
- Liaises 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
- Other related duties as assigned

**Hours:** Part time – 18.75 hours  
(Some evenings and weekends work is required)

**Position to commence:** August 1, 2020 or earlier

Please submit resume by **July 14, 2020** to the Hiring Committee at:  
[jasmin@pchs4u.com](mailto:jasmin@pchs4u.com)

Please add **Job Posting# RA-009/2020-21** to the email subject line and cover letter.

We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

*PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities among other self-identified diverse groups. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at [jasmin@pchs4u.com](mailto:jasmin@pchs4u.com)*