

Title	Research Assistant (RA)
Posting Date	November 17, 2020
Expiry Date	November 30, 2020
Posting Type	Internal/External
Short Description	<p>Access Alliance Multicultural Health and Community Services (AAMHCS) is a Community Health Centre that aims to provide services and addresses system inequities to improve health outcomes for the most vulnerable immigrants, refugees, and their communities. The Centre envisions a future in which Toronto's diverse communities achieve health with dignity.</p> <p>The Research Assistant supports community based research activities, planning, evaluation, quality management of the programs and services, and knowledge mobilization of projects/activities in accordance with the strategic directions of the agency; and supports building research and evaluation capacity in the agency. The Research Assistant functions as a member of a multi-disciplinary team working with staff, community members and external partners/collaborators to carry-out research-oriented initiatives that are consistent with health promotion strategies as outlined in the Ottawa Charter and Declaration of Alma Ata.</p>
Detailed Description	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Assist in the design, development, and implementation of research and evaluation activities (literature and policy reviews, qualitative interviews, surveys, analyze quantitative and qualitative data) as specified by the project goals • Support planning and evaluation activities in the organization and assist with building evidence-informed program planning and evaluation capacity among teams. • Assist in quality improvement activities of the agency by supporting the activities of the Quality Improvement Committee and Quality Governance Committee of the agency • Assist with operational aspects of research and evaluation activities including sustaining good partnerships and communications, developing effective recruitment strategies, ensuring ethical protocols, data security, data management, and knowledge dissemination. • Assist with planning conferences, workshop, steering committee meetings, working groups, forum, and other events • Facilitate meetings and take minutes as required • Conduct outreach activities as required by the project(s) • Work in consultation with the research team to identify community based research initiatives/priorities and ensure good communication between various stakeholders • Perform other duties as specified by the supervisor • Participate in agency-wide activities as assigned. <p>SKILLS, ABILITIES AND QUALIFICATIONS:</p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> • Bachelor's degree in health sciences, health promotion, social work or a combination of related professional experience and education; • Demonstrated experience in community based research, program planning, and evaluation; • Experience in developing evidence-informed planning (e.g. logic model) and conducting evaluation plans and tools; • Excellent written and communication skills; • Excellent understanding of the social determinants of health and issues related to immigrants, newcomers, refugees, and vulnerable communities; • Experience in working with diverse populations; • Excellent computer skills including word processing and data analysis programs (e.g. Excel, SPSS, etc.); • Excellent interpersonal, time management, problem solving and organizational skills; • Experience with continuous quality improvement approach would be an asset <p>Other requirements:</p> <ul style="list-style-type: none"> • Excellent interpersonal skills with colleagues and community members; • Intermediate skills in both qualitative and quantitative methods in research, evaluation, and program planning; • Excellent communication skills, both written and verbal, with individuals and groups; • Demonstrated flexibility and responsiveness to community needs • Understanding of the principles of community based research and community development • Work within an anti-oppressive/racist framework;



- Commitment to working with low income, multi-lingual and multi-racial communities
- Experience with data quality improvement activities will be an asset

Salary range: \$49,477 - \$59,612

Hours: 35 hours/week

Duration: Full-Time, Permanent

Bargaining Unit position: United Food and Commercial Workers, Local 175

Classification: CHW

Interview Date: January 5, 2021 – January 8, 2021

**Application
Method**

With "**Research Assistant**" in the subject heading, please send your resume and cover letter by November 30, 2020 at 5:00pm to:

by E-mail: jobs@accessalliance.ca

by Regular Mail: **Hiring Committee, Research Assistant**

Access Alliance Multicultural Health and Community Services

340 College Street, Suite 500, Toronto, ON, M5T 3A9

No phone calls please.

Access Alliance offers comprehensive group benefits coverage, annual vacation entitlement, cumulative sick leave entitlement, employee assistance programs. Access Alliance is a HOOPP employer.

We thank all applicants for their interest but only those selected for an interview will receive acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position.

We encourage applications from individuals who reflect the broad diversity of communities we work with, including those from racialized and LGBTQ communities.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

Access Alliance encourages a scent-free environment. Employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products (i.e. perfumes, lotions, hairspray, etc) while at the Centre.