



Position Title: Research Assistant
Reports to: Consulting Researcher/Clinical Director
Location: Headquarters- 1 Eva Road, Etobicoke
Status: 1 Year Contract- Part Time- .60 FTE- 21.75 Hours/week
Salary: As per OPSEU Collective Agreement
Start Date: ASAP

Position Overview:

The Research Assistant will be involved with Radius Research projects and will work closely with, and provide research support to the Lead Consulting Researcher.

Key Responsibilities

The Research Assistant is responsible for the following activities and deliverables:

- Providing support/assistance on clinical research projects focused on children, youth and families who have experienced interpersonal abuse/trauma, children with sexual behaviour problems and youth who have sexually harming behaviours.
- Conducting literature/file reviews.
- Supporting the development of experimental measures.
- Inputting data; ensuring data integrity and accuracy for both research and evaluation areas.
- Maintaining and updating database of psychological test data.
- Assisting with the collection, management, and analysis of qualitative and quantitative data in support of research and program evaluation initiatives.
- As requested, providing research related data, reports to management in collaboration with consulting researcher
- Providing administrative support to the Research Ethics Board (REB) and Research Committee: assist with meeting agenda, coordinating reviews, obtaining member feedback, liaising with applicants, completing summary report of activities, supporting the REB/Research Committee chair)
- Provide research related support to community stakeholders involved in Radius research as requested by Clinical Director or Consulting Researcher.
- Supporting the preparation of written materials for the research and program evaluation teams: focus group/client satisfaction surveys, research ethics board applications, grants or funding documents, manuscripts, research reports etc.
- Assisting with the promotion of research activities.

Qualifications & Skills

- Ideally, candidate will possess a Master's level education in psychology, social work, criminology, or a similar field of study or have a Bachelors degree in a related discipline combined with at least one (1) year of relevant research experience.
- Experience in quantitative and qualitative research.
- Proficiency in MS Office Suite (Excel, Word, Access and PowerPoint), online academic search engines (e.g., PsycINFO, PubMed, Medline) and project analysis skills, with knowledge of data analysis and interpretation and using statistical software (SPSS).
- Some experience with database administration.
- Ability to prioritize workload and the flexibility to adjust to changing work plans, schedules and deadlines.
- Self-motivated team member with a demonstrated ability to show initiative.
- Experience in summarizing and presenting data for presentations reports is an asset.
- Demonstrates great attention to detail, quality, and accuracy

Radius Child and Youth Services is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will work with applicants requesting accommodation at any stage of the hiring process. This document is available in alternate format(s) upon request. In accordance with the French Languages Services Act, upon request, any written or verbal aspect of our recruitment process can be made available in French.

Application **MUST** be received by 5 p.m. on Monday July 2, 2018 including a cover letter and resume by email to: ssorrenti@radiuschild-youthservices.ca. Radius Child and Youth Services appreciates all applications and will reply to those applicants being considered for the position.

Please note that all successful candidates must provide a satisfactory vulnerable sector police records check prior to the commencement of employment. Radius Child and Youth Services appreciates all applications; however, only those selected for an interview will be contacted.