

Job Description Posting

(For Positions in CAW Local 555, Unit 1)

The content of the Job Description Posting is set and is aligned with the Job Description. The Hiring Manager may add a brief description of the work unit or project, assets, and any additional information that is important for the applicants to know. A Recruit and Position Form and an electronic copy of the Job Description Posting must be submitted to the appropriate Human Resources Office to post a vacancy.

JD #	JD00437
Pay Grade:	8
Title:	Research Coordinator (I)
Unit/Project Description: <i>For Department use only.</i>	<p>The Department of Psychiatry and Behavioural Neurosciences invites applications for a one-year contract position as a Research Coordinator. For this position, we seek qualified candidates who self-identify as Black, of African/Caribbean descent and have lived experience as first or second-generation immigrants. This is in accordance with Section 24 of the Ontario Human Rights Code (the Code). Candidates from this designated group are invited to self-identify in their cover letter in a transparent manner, as part of the application process.</p> <p>The purpose of this study is to explore perceptions about cannabis and psychosis from the perspectives of Black racialized young people experiencing a first episode of psychosis and cannabis use disorder. The project involves evaluating video games and knowledge translation products. The successful candidate will oversee an Advisory Council involving community stakeholders who will create a referral strategy to boost young people's enrollment with a first episode of psychosis from Black racialized communities. The Advisory Council will also provide feedback about the qualitative analysis of the study findings.</p> <p>The Research Coordinator will recruit participants, help supervise the research staff along with NPI, obtain consent, conduct baseline and post-video game outcome measures, score tests & questionnaires, monitor milestones, participate in data analyses, and coordinate zoom meetings. The Research Coordinator will sign off on all approved expenses. They will also monitor the social media campaign. This person will serve as a Project Manager for the Advisory Council activities and dissemination of the findings to EPION and EPI programs.</p>
Job Summary:	The Research Coordinator (I) is responsible for implementing, monitoring, refining, analyzing, coordinating, and reporting on several research projects. Acts as a resource for the development of protocols, study documents, operations of study management, and management techniques.
Purpose and Key Functions:	<ul style="list-style-type: none"> • Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature. • Write sections of scientific papers, funding proposals, and abstracts. • Coordinate the activities of research staff and resources to ensure that the project progresses in accordance with predetermined timelines. • Develop estimates of time and resources for research projects. • Oversee the collection, entry, verification, management, analysis, and reporting of data. • Use statistical software to analyze data and interpret results. • Design and maintain databases, data collection forms, error checking methods

and related programs for efficient collection, analysis, and reporting.

- Troubleshoot moderately complex computer problems.
- Write data management and operations documentation for projects.
- Liaise between the project centre and remote project sites and personnel.
- Conduct structured project participant interviews.
- Ensure that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- Participate in the development of promotional strategies and related materials to encourage participation and support for research projects.
- Consult on protocol development, student organization, and data management activities.
- Develop presentations and present information and training sessions to project personnel and project participants.
- Present at meetings, seminars, and conferences.
- Keep project participants informed of project progress through regular reports and newsletters.
- Implement and maintain research project budgets. Create financial projections and make adjustments to research project budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Conduct literature searches.

Supervision:

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.
- Ongoing responsibility for supervising up to 9 casual employees at any one time.
- Provide orientation and show procedures to others.

Requirements:

- Bachelor's degree in a relevant field of study.
- Requires 4 years of relevant experience.

Assets:

For Department use only.

- Knowledge and experience working with Black and racialized communities, organizations and community programs, particularly in research;
- Lived experience of a person of Black and African/Caribbean descent, with lived experience and racialized world views, cultures and values;
- Significant knowledge of issues facing and experience working with a diversity of historically underrepresented and marginalized individuals and groups (e.g., members of racialized communities, LGBTQ+ community members, persons with disabilities, for example), with particularly broad and deep experiences working with racialized communities including members of the Black/African/Caribbean diaspora;
- Demonstrated knowledge about the roots of social inequities, systemic discrimination, racism and oppression;
- Strong understanding and ability to use culturally responsive, anti-oppressive, and intersectional approaches and practices when interacting with individuals from diverse backgrounds;
- Strong interpersonal skills, tact and diplomacy when dealing with diverse audiences;
- Empathy, compassion, and authenticity to foster a sense of safety, care and belonging, and strong dialogue, facilitation, and conflict

resolution skills.

**Additional
Information:**