

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting **Temporary Part-Time** (approximately 15 hours per week) opportunity as a **Research Assistant** exists in the Women's College Research Institute, reporting to the Principle Investigator.

Aboriginal Women's Research Initiative (AWRI) was established in 2012 in response to the growing need for community-based research with Positive Aboriginal Women regarding their health and well-being across Canada. The AWRI Research Assistant will carrying out various tasks related to this ongoing project.

Summary of Duties, but not limited to:

- Communicate with various AWRI Investigators, Partners, Collaborators, and Aboriginal Community Research Consultants (ACRCs) from across the country
- Communicate with and support ACRCs regarding administrative tasks including time reporting, finance issues, and arranging events in their respective regions
- Arrange AWRI Lead meetings and Ad Hoc meetings as needed and complete required minutes and documents
- Arrange AWRI Advisory Group meetings and complete required minutes and documents
- Attend Aboriginal Research Events and Gatherings across Canada as a representative with AWRI
- Edit and finalize any policies or documents related to project
- Contribute to knowledge translation and exchange (KTE) activities
- Assist in the developing of research funding applications to ensure the continuation of AWRI
- Draft and submit conference abstracts
- Assist with drafting AWRI manuscripts
- Submit manuscript for publication
- Organize KTE events as needed
- Prepare conference posters if required
- Present at conferences or KTE events
- As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Post secondary degree in a related field preferred or equivalent combination of education and experience
- Minimum of one-year clinical research experience
- Familiarity with community research-based principles
- Familiarity with Aboriginal community research principles including OCAP
- Extensive knowledge of issues relating to Aboriginal people living with HIV/AIDS
- Excellent communication and interpersonal skills
- Fluency in English; ability to speak another language is an asset

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- Computer Competency including proficiency in Microsoft Word, Excel, PowerPoint, and Reference Software
- Familiarity with data storage and analysis systems such as SPSS and NVivo is an asset.
- Verbal communications skills
- Problem-solving skills
- Planning/organizational skills
- Project Management capabilities
- Customer service skills
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all.

POSTING DATE: December 10, 2013

Please forward resumes via email to HR@wchospital.ca with the position title in the subject line.

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.