

# 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 Full-Time (6 month contract with possibility to extend)** opportunity as a **Research Assistant (Competition #114.17)** exists in the Women's College Research Institute with the Familial Breast Cancer Research Unit, reporting to the Principal Investigator, Dr. Steven Narod.

## **Summary of Duties, but not limited to:**

- Recruit and consent eligible participants who are referred to the study
- Confirm participant eligibility with Principal Investigator
- Conduct data collection interviews, including in-person and telephone calls
- Maintain research files to access and retrieve data as specified
- Perform data entry and quality control
- Assist Principal Investigator and Research Manager in preparation of materials for progress reports, presentations and publications
- Prepare and mail out follow-up questionnaires to study subjects and collaborating centers
- Basic administrative duties including filing and photocopying

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:**

- University undergraduate degree in a related specialty (Biological or Health Sciences)
- Preferred one year experience in a healthcare setting working in a research capacity
- Personable, with strong relational and communication skills (oral and written)
- Sound decision-making and problem solving skills - works well under pressure and uses good judgment in assessing difficult situations
- Excellent organizational and administrative skills with attention to detail
- Able to work independently
- Database experience preferred
- Knowledge and proficiency with Excel an asset
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital.
- 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.

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**POSTING DATE: June 8, 2017**

Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number 114.17 in the subject line. (Example: Jane Smith, 1.16)

**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.*