

# EMPLOYMENT OPPORTUNITY

<b>Comp #</b>	<b>255.19</b>	<b>Position:</b>	Research Assistant I
<b>Department:</b>	Peter Gilgan Centre for Women's Cancers	<b>Classification:</b>	Temporary Full-Time (.8FTE)
<b>Union:</b>	Non-Union	<b>Salary:</b>	To Be Determined
<b>Hours of Work:</b>	Monday to Friday, 8:30am-4:30pm	<b>Duration:</b>	Approximately 3 months

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 (0.8 FTE, 30 hours per week) opportunity as a Research Assistant I exists in the Peter Gilgan Centre for Women's Cancers reporting to the Administrative Director.

The vision of the Peter Gilgan Centre for Women's Cancers at WCH, which was launched in February 2017, is to ensure that every Canadian woman receives access to the highest standard of care in the prevention, diagnosis, treatment and survivorship of cancer.

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

**Support the advancement of research in the area of hereditary breast and ovarian cancer. An integral part of the research team.**

- Support the collection of data for ongoing studies within the clinical genetics and research program
- Collaborate with the genetics and research team members on various initiatives
- Involvement in data analysis and interpretation
- Contributes in the development of program policies and procedures
- Utilize specialized software to draw pedigrees and ascertain risk scores for each patient
- Manage consultation letters
- Distribute and collect patient questionnaire or other forms
- Maintain clinical data and statistics, as required
- Follow established policies and procedures
- Provide administrative support to clinic team, as directed
- Schedules appointment and research meetings, including preparing agendas and meeting minutes
- Act as an ambassador to the hospital
- Effectively communicate with all hospital clients, researchers and stakeholders
- Participate in process and quality improvement projects to support efficient clinic operations

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 relevant field working in Health Sciences preferred)
- 1 year experience working in a hospital setting preferred
- Evidence of strong attention to detail

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- Database experience preferred
- Strong MS Office application skills including Access, Word, Excel, and Outlook
- Ability to produce high quality work in accordance with Hospital standards
- Comprehensive knowledge of health care, organizational/office practices, procedures and standards.
- Excellent verbal and written communication skills
- Ability to work effectively in an inter-professional team
- Excellent organizational and time management skills well developed interpersonal skills, including the ability to handle multiple duties
- Proven ability to attend work on a regular basis
- Professional behaviour 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

**POSTED: September 24, 2019**

**INTERNAL CLOSE: October 1, 2019**

**Internal Applicants:** complete the internal application/transfer form and forward your resume to the Human Resources Department. Please note: candidates who do not have the required qualifications will not be asked to attend an interview.

**EXTERNAL CLOSE: Open until filled**

**External Applicants:** Forward your application via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number 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 Indigenous 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.*