



EXTERNAL/INTERNAL POSTING

Position Title:	Research Assistant
Reports to:	Clinical Director and Consulting Researcher
Location:	Radius Etobicoke office – 1 Eva Road
Status:	One Year Contract: Full-Time – 36.25 hours
Salary:	Target Hiring Range: \$23.95 - \$32.18 hourly (in accordance with OPSEU Collective Agreement)
Start Date:	ASAP

Position Overview

The Research Assistant will be involved with a number of ongoing Radius Research projects and will work closely with and provide research support to the Lead Consulting Researcher and Clinical Director. This role will play a key role in providing research support, conducting literature and file reviews. File reviews include in-depth written summaries of research findings and data.

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, Knowledge and 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.
- Must have experience in conducting/supporting both 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 have prior experience using statistical software (i.e. SPSS).
- Strong written communication skills.
- Prior experience with database administration would be a definite asset.
- 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 provides equal employment opportunities regardless of gender, race, religion, age, disability, sexual orientation or marital status. We are committed to building an inclusive culture and environment and are excited to hear from individuals with diverse backgrounds & perspectives. Please feel free to identify your preferred pronouns when applying.

Radius Child and Youth Services is committed to removing systemic barriers in support of moving towards more equitable hiring practices. *To ensure all candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.* This document is available in alternate format(s) upon request.

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.

If interested in this opportunity, please include a cover letter and resume and send to sobrien@radiuschild-youthservices.ca