EMPLOYMENT OPPORTUNITY

# Research Coordinator Shkaabe Makwa

**Position Description:**

Shkaabe Makwa at CAMH is the first hospital-based Centre in Canada designed to drive culturally- responsive systems initiatives to achieve health justice and wellness for First Nations, Inuit and Métis communities through the advancement of research, workforce development and innovative healing models that harmonize traditional knowledge and medical expertise.

Reporting to the Manager, Research and Knowledge Mobilization Shkaabe Makwa, the Research Coordinator will be responsible for the coordination of multiple projects and research initiatives at Shkaabe Makwa. The position requires strong communication and collaboration to achieve project deliverables. Duties include preparing research study protocols and Research Ethics Board (REB) submissions to ensure that all study activities are monitored and comply with scientific, clinical and research ethics board requirements. Responsibilities include monitoring of research activities and timelines, key partner consultations, and supporting the development of data sharing agreements, participant consent, data organization, collection and analysis. The incumbent will ensure that participant records are maintained, securely stored, and backed up appropriately. The Research Coordinator will also perform literature reviews, prepare data for presentations and assist with peer- reviewed publications and knowledge translation initiatives. Knowledge of Indigenous data governance and research ethics, principles and protocols contained in the First Nations principles of ownership, control, access and possession OCAP®; the National Inuit Strategy on Research; and Principles of Ethical Métis Research Canada are required. The Research Coordinator will support a healthy workplace that embraces diversity, and encourages teamwork. This position is located in Toronto at 60 White Squirrel Way. This position may require travel throughout Ontario, including remote First Nations communities.

# Qualifications:

This position requires the incumbent to be First Nations, Inuit or Métis. The successful candidate will possess a Master’s Degree in Science, Social Science or Education or three years’ equivalent experience including direct experience conducting research with Indigenous communities. The successful candidate will have knowledge of Indigenous research principles and methods. Knowledge related to mental health, substance use, addictions, or trauma is considered an asset as well as experience interacting with individuals in research, academic, and/or service agency setting. The candidate will be proficient in literature searches, reviews, and have strong interpersonal, teamwork and relationship building skills. The candidate must have experience working with cross- disciplinary teams, ability to work under pressure and respond to deadlines in a fast-paced environment. Knowledge of qualitative data analysis techniques is also required. The candidate must also be proficient in office and data management and analysis software applications (e.g., MS Word, Excel, PowerPoint,

RedCap, NVIVO, SPSS). Knowledge of the ethical issues, and issues of confidentiality involved with working with Indigenous patients, communities and nations is required.

The candidate will have superior communication (aural/oral and written), creative problem-solving abilities and organizational skills and able to work independently with minimal supervision. The candidate will have demonstrable project management experience and the ability to liaise with diverse stakeholders. The successful candidate should have the ability to explain complex issues in plain language both verbally and in writing. Demonstrated knowledge and understanding of Indigenous methods, qualitative and some quantitative research methods, including community and participatory research methods, is required.

**Vaccines (COVID-19 and others) are a requirement of the job unless you have an exemption on a medical ground pursuant to the Ontario Human Rights Code.**

**Please Note:** This full-time, permanent position is part of the OPSEU Bargaining Unit

**Salary Range:** $33.59 - $45.31 per hour

# Please click the apply button below. CAMH is a Tobacco-Free Organization.

**CAMH is fully affiliated with the University of Toronto and is a teaching hospital and research institute. As a CAMH employee, you will be expected to actively support CAMH’s teaching and research activities, in addition to supporting the clinical work of the hospital.**

**At CAMH, we strive to be an equitable and inclusive employer. Our commitment to equity is grounded in an institution-wide commitment to achieving a working, teaching, and learning environment that is free of discrimination and harassment.**

**CAMH actively seeks candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities (including people who have experienced mental health and substance use challenges).**

**We encourage people from all backgrounds to apply to our positions.**

**We thank all applicants for their interest, however, only those selected for an interview will be contacted. Please inform us if you require accommodations during the interview process.**