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| Position Title: | Research Coordinator |
| Department: | School of Occupational Therapy |
| Appointment type: | Contract |
| Appointment status: | Temporary full-time |
| Start date: | November 1, 2023 |
| End date: | April 30, 2024 |
| Hours per week: | 24-35 hours per week (part- or full-time hours will be negotiated with the candidate) |
| Hourly rate: | \$35-\$45/hour commensurate with education and experience |

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

Please note that this position is located in Kingston, Ontario, and the incumbent will need to be present in the Kingston area in order to fulfill the requirements of the position.

Responsibilities

Reporting directly to Dr. Carrie Anne Marshall at Western University, the Research Coordinator will participate in a range of research activities including recruiting and interviewing participants for several research projects and providing research support for a pilot study focused on evaluating the Peer to Community Model, an intervention aimed at supporting individuals to thrive in their communities following homelessness. Duties will include but are not limited to:

- Collaborating with mental health and social service providers in Kingston, Ontario to establish recruitment sites for data collection
- Using Qualtrics software, entering quantitative data gathered from participants into a tablet computer
- Delivering in-depth, mixed methods interviews with research participants
- Storing and transporting confidential materials in accordance with privacy legislation, ethical principles, and in a way that maintains the confidentiality and security of data gathered
- Participating in the coding and analysis of qualitative interviews within a team context

Skills/Qualifications

- Bachelor's degree in the health sciences or social care discipline supplemented with experiences or an interest in providing support to individuals who experience homelessness. A master's or higher degree in occupational therapy, nursing or social work would be an asset. Students nearing the end of completing an advanced health care degree are encouraged to apply.
- Experience in interacting with persons experiencing homelessness, housing precarity, or individuals who have been recently housed following homelessness
- Experience in interacting with individuals living with mental illness and/or substance use disorders
- Knowledge of community resources for persons living with mental illness and/or substance use disorders who are unhoused and/or precariously housed in Kingston, ON

- Demonstrated relationships with community organizations in Kingston, ON or a willingness to develop these relationships
- Experience in using Qualtrics, Zoom, Microsoft Excel and Dedoose or NVivo software or a willingness to learn
- Knowledge of qualitative data analysis or a willingness to learn
- Knowledge of current practices used in the housing and homelessness sectors to support individuals as they transition to being housed

Requirements

- A letter detailing how the applicant can fulfill the responsibilities of the position, and has attained the specified skills/qualifications
- Submission of a complete application form with resume/CV
- Two references and contact information

To apply, send a cover letter detailing reasons for your interest in this position, along with a description of how you meet the qualifications and requirements listed above along with a resume/CV to Dr. Carrie Anne Marshall at carrie.marshall@uwo.ca