

## Research Assistant – Indigenous Populations Projects

### Brief description of the position

Supervised by the Scientific Content Coordinator of the CRISM Québec-Atlantic node, the successful candidate will be responsible for executing a variety of tasks related to the implementation of research protocol, including improving the accessibility and quality of substance use services and/ or interventions for people with substance use disorders amongst Indigenous populations.

### Responsibilities

- Review and develop strong understanding of research protocols;
- Assist with the preparation of research grant applications;
- Perform data collection and data entry related to the node's working groups;
- Work from and update reference lists and research tools to ensure they are culturally appropriate;
- Work closely with Indigenous researchers, communities and collaborators
- Establish and maintain effective and continuous communications with individuals and groups involved in the projects;
- Identify challenges that could arise from a lack of understanding of research protocols and certain research activities;
- Participate in the process of proposing successful and achievable solutions;
- Conduct methodical and systematic monitoring of the data collection process, data management, and analysis plan;
- Regularly update project management on project progress

*Note:* The description of duties and responsibilities is intended to be an indication of the type of duties required for the position. This description is not exhaustive and other tasks not mentioned above may be necessary for the full realization of the project.

### Qualifications

- Minimum 5 years of experience in data collection and/or interventions related to the health of Indigenous populations;
- Undergraduate degree is an asset;
- Knowledge of good practices in research ethics;
- Knowledge of the scientific rigor involved in implementation studies;
- Excellent oral and written communication skills in English and French;
- Proficiency in MS Office suite, Adobe, EndNote, and software such as NVivo, REDCap;
- Meticulous attention to detail;
- Ability to prioritize assigned tasks to find effective solutions, multitask, and manage short- and medium-term deadlines;
- Effectively manage urgent and long-term deadlines;
- Excellent ability to work independently and as part of a team;

### Statut :

- 21 to 28 hours – one-year renewable. Any extension is subject to the candidate's assessment and the availability of funds

- Salary and benefits according to the CRCHUM policies
- Location : CHUM Research Centre, within Indigenous communities, and remotely.

**Posting deadline:** September 24, 2020

The CRCHUM and CRISM Québec-Atlantic node are an equal opportunity employer. We strongly encourage applications from individuals who identify as an Indigenous person.

**Immigration requirements:** In accordance with Canada immigration requirements, please note that priority will be given to Canadian citizens and permanent residents.

**To submit your application,** please send your CV and cover letter by email to the attention of **Ms. Alice Lam**, Scientific Content Coordinator at the following address:  
[choi.man.lam.chum@ssss.gouv.qc.ca](mailto:choi.man.lam.chum@ssss.gouv.qc.ca)