

Making the Shift:
A Youth Homelessness Social Innovation Lab
Canadian Observatory on Homelessness Research Assistant Position
(Toronto-based)

Job Type: Part-time (40 hours/month)

Type of Position: Contract – 14 weeks, beginning January 13, 2020 (with possibility of renewal)

Hourly rate: \$20.00

Direct Supervisor(s): Jessica Carriere, PHD, Director of Research (MtS DEMS); Julia Lalande, PHD, Managing Director (MtS Inc)

Making the Shift (MtS) is a Youth Homelessness Social Innovation Lab with a mandate to contribute to the transformation of how we respond to youth homelessness through research and knowledge mobilization specific to youth homelessness prevention and housing stabilization. MtS is a federally funded Network of Centres of Excellence (NCE) and is co-led by the Canadian Observatory on Homelessness at York University and A Way Home Canada. Making the Shift works closely with the MtS Demonstration Lab (MtS DEMS) to identify and imagine policy and practice innovations that have a high potential of contributing to effective solutions to youth homelessness.

The work of the MtS DEMS is to identify and imagine policy and practice innovations that have a high potential of contributing to effective solutions to youth homelessness, and to build an evidence base to inform sound public policy, service delivery, and investment that will help young people gain housing stability and increase their employment and education participation and success. MtS DEMS will engage in ongoing identification of innovative models for preventing and ending youth homelessness and then disseminating the knowledge for communities to adapt in their context.

We are currently looking for a Research Assistant (RA), with a primary focus on data entry, administration and transcription services, to join the MtS Research Team in investigating the effects of Housing First for Youth and homelessness prevention interventions. Quantitative data, findings and Audio files from a high number of one-on-one interviews and focus groups are being conducted with study participants; these files require high quality data entry, analysis and transcripts. This position will have a primary focus on data entry, while miscellaneous research and administrative functions (e.g., transcription) may be assigned on an as-needed basis by Senior Management staff.

RESEARCH ASSISTANT – DATA ENTRY & MANAGEMENT

MAJOR DUTIES

Data Entry

- Perform data entry of HF4Y participant information in an efficient manner and make corrections (as required)
- Record applications, profiles, and agreements into the database as well as correcting entries in the database
- Maintain files on applications and agreements
Maintain the filing system for research applications and agreements, including the creation of files and the filing of documents
- Develop and maintain effective collaborative and consultative relationships and partnership with internal and external stakeholders
- Support the exercise of reviewing, scanning, purging, and archiving files in accordance with MtS policy
- Develop templates and methodologies to ensure data requirements are accurately and completely captured and can be effectively communicated to internal and external stakeholders
- Conduct data profiling to analyze quality of incoming data & advising on any data cleansing rules
- Manage, prioritize, and respond to ad-hoc requests from Senior Management Team
- Perform data maintenance tasks when required to ensure ongoing data integrity
- Provide assistance to Senior Management Team in the development of quantitative and qualitative research and evaluation methods (as required)

Transcription

- Produce highly accurate transcriptions of spoken dialogue, in the form of one-on-one interviews and small focus groups, as retrieved on audio files
- Conduct research – as needed – to verify spelling and formatting of names and terms referenced in files
- Self-review and monitor adherence to transcription and grammar standards.
- Assist in organization and management of interview / focus group files (audio files and completed transcriptions)
- Provide frequent updates on progress and/or issues to Research and Evaluation project staff
- Maintain neutrality, confidentiality, and professionalism

Other responsibilities (as needed)

- Quantitative and qualitative data entry and management
- Working with project and research staff to ensure files are maintained and up-to-date
Additional and related tasks related to the project's execution, as assigned by MtS research and evaluation staff (e.g., working with data, article searches)

RESEARCH ASSISTANT – DATA ENTRY & MANAGEMENT

QUALIFICATIONS OF THE IDEAL CANDIDATE

- Computer proficiency: typing speed min 50 wpm, data entry, and ability to learn new programs
- Candidates must have experience with research participant data entry and transcribing interviews
- Experience with transcription software and different media types helpful
- Familiarity with accessing cloud storage applications
- Excellent communications (writing and oral) skills, with strong spelling, grammar and punctuation skills
- Excellent organizational, planning, and coordination skills
- Experience with data collection (e.g., surveys, key informant interviews, focus groups, etc.) an asset
- Experience in project management and research management an asset
- 2+ years of recent related training/experience, preferably in an academic or NGO environment an asset
- A demonstrably strong work ethic
- Ability to work independently
- Ability to complete tasks as required (timelines/deadlines)

APPLICATION PROCESS

Your complete application package must include a cover letter, resume, and the names of at least 3 work-related references. Please ensure that “MtS Research Assistant” is quoted in the email subject line.

In an email with the Subject Line - “Application: Research Assistant / Data Management ” – please submit your application by email to Jessica Carriere, PhD, Director of Research (MtS DEMS) by Friday, January 11, 2020: carriere@yorku.ca.

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens, permanent residents in Canada, and people with lived experience of homelessness. We are committed to Employment Equity and encourage applications from all qualified candidates.