

Making the Shift: Youth Homelessness Demonstration Lab
Canadian Observatory on Homelessness
Lead Research Assistant Position (Toronto-based/Remote)

Job Type: Full-time (35 hours/week)

Type of Position: 12-Month contract (with possibility of renewal)

Salary: \$45,000 per annum and benefits package

The Canadian Observatory on Homelessness (COH) is a non-profit, non-partisan research institute that is committed to conducting and mobilizing research so as to contribute to real and sustainable solutions to homelessness. The [Making the Shift Youth Homelessness Demonstration Lab \(MtS DEMS\)](#) was created in April 2017 in partnership with A Way Home Canada (AWHC) to enhance research, knowledge, policy, and practice to prevent and end youth homelessness. The MtS DEMS project is situated within the COH, centered at York University.

We are currently looking for a Lead Research Assistant who is interested in conducting community-based research for a Randomized Controlled Trial investigating the effects of Housing First for Youth (HF4Y) for young people exiting the child welfare system. Successful candidates will demonstrate the strong interpersonal skills necessary for engagement with vulnerable study participants, a keen attention to detail, and the ability to stay organized and flexible while juggling multiple responsibilities.

MAJOR DUTIES

Data Collection

- Explaining study procedures so that individuals can make an informed decision whether to consent to participate in the study; assessing their capacity to consent
- Administering a survey battery to study participants on a 3-month schedule
- Following up with participants by phone/text/email to book follow-up appointments
- Building rapport and maintaining relationships with study participants
- Disbursing of honouraria (e-transfer) to participants at each appointment
- Completing related administrative tasks: fee logs, tracking, filing away raw data

Data Validation, Entry and Analysis

- Following correct confidentiality policies and procedures while handling raw data
- Quality-checking and entering quantitative data into database

- Verifying accuracy of interview transcripts
- Supporting qualitative data coding and analysis
- Problem-solving data or database issues with the research team
- Organizing and tracking team data collection as needed

Communication

- Providing frequent updates on progress and/or issues to Research Manager
- Attending meetings with the research team, including the site Research Assistants, Research Manager, and Lead Researcher
- Maintaining good working relationships with partners and other stakeholders
- Carrying out any additional and related responsibilities as assigned by the Research Manager, e.g. contributing to reports

QUALIFICATIONS

- Has lived or living experience of homelessness, preferred
- Undergraduate degree from the social sciences (Child and Youth Care, Psychology, Social Work, Public Health, Sociology) or equivalent work/volunteer experience will be considered
- At least 1 to 2 years of recent related training/experience, preferably in an academic or NGO environment
- Experience with data collection (e.g., surveys, key informant interviews, focus groups, etc.) and delivering interviews in a research capacity
- Strong understanding of ethical considerations and policies related to conducting research involving human participants
- Knowledge of social justice issues, Housing First, and how homelessness affects youth, racialized and 2SLGBTQ+ populations
- Experience with working/volunteering with youth and/or marginalized populations
- Excellent interpersonal skills
- Excellent written communication skills
- Excellent organizational, planning, and coordination skills
- Initiative to complete responsibilities independently
- Ability to multi-task and adapt to change
- Strong attention to detail

What would make you stand out:

- Proficiency in SPSS, NVivo, Microsoft Excel
- Experience and comfort working with quantitative data and statistics
- Training in trauma-informed care, harm reduction and anti-oppressive practice

- Knowledge and/or lived experience of child welfare system
- Lived or living experience of homelessness as a youth

To address issues of systemic inequity within the Canadian labour market, we strongly encourage applications from individuals from communities and groups that have historically been disadvantaged and/or marginalized, including First Nations, Métis and Inuit peoples, Indigenous peoples of Canada, racialized persons, persons with disabilities, individuals who identify as women and/or gender diverse, 2SLGBTQ+ persons, and persons with lived experience of homelessness.^[06]

Note on COVID-19 social distancing and work practice: This position is currently remote and this may change within the 12-month contract. However, it is preferred that the candidate is located in Toronto. At minimum, the candidate must be familiar with the Toronto context.

Please submit your cover letter and resume to mlusted@yorku.ca (Melanie Lusted, Research Manager) by April 30, 2021 with “Lead Research Assistant Toronto” in the subject line. Questions and comments about the hiring process for this position are also welcome.