

## **Making the Shift:**

### **A Youth Homelessness Social Innovation Lab**

#### **Canadian Observatory on Homelessness**

#### **Research Assistant Position (Ottawa-based)**

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

**Type of Position:** Contract – 1 year (with possibility of renewal)

**Hourly rate:** \$21.50

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: A Youth Homelessness Social Innovation Lab (YHSIL) was created in April 2017 as part of Making the Shift – a collaborative project now underway, in partnership with A Way Home Canada and MaRS, to enhance research, knowledge, policy, and practice to prevent and end youth homelessness. The MTSYHSIL is situated within the COH, centered at York University.

We are currently looking for a Research Assistant (RA) who is seeking to gain experience conducting community-based research for a Randomized Controlled Trial investigating the effects of Housing First for youth. The successful candidate will demonstrate experience working with youth (particularly vulnerable youth), a strong ability to work as part of a team, and a high level of scheduling flexibility to book appointments with youth participants. This position will be based out of Ottawa.

### **MAJOR DUTIES**

#### ***Data Collection***

- Preparing participant folders and maintaining computer equipment
- Set up and take down study materials in a shared space (e.g., signage, laptop for computer-based survey)
- Working with agency staff to recruit individuals for the study
- Explaining study procedures so that individuals can make an informed decision whether to consent to participate
- Meeting research participants at various locations across the City of Ottawa for follow-up appointments
- Administering a survey battery to youth on a 3-month schedule
- Interviewing youth on a 12-month schedule

- Following up with participants by phone/email/text to discuss any updates in their living situation and contact information
- Following up with participants to book follow-up appointments
- Disbursing of honoraria (cash) to participants at each appointment

### **Coordination**

- Coordinate and manage follow-up surveys and interviews with participants with the Research Assistant Team
- Provide frequent updates on progress and/or issues to Research Coordinator
- Carry out any additional and related responsibilities as assigned by the Research Coordinator and/or Lead Researcher

### **Communication**

- Establish good working relationships with research participants.
- Establish good working relationships with partners and other stakeholders.
- Attend meetings with the research team, including the site Research Assistants, Research Coordinator, and Lead Researcher

## **QUALIFICATIONS OF THE IDEAL CANDIDATE**

- Graduate degree from the social sciences (Child and Youth Care, Psychology, Social Work)
- 2+ years of recent related training/experience, preferably in an academic or NGO environment.
- Training and/or experience in community-based research processes;
- Experience with data collection (e.g., surveys, key informant interviews, focus groups, etc.).
- Experience delivering interviews in a research capacity, preferably with vulnerable populations of people
- A reasonably flexible schedule to meet with youth participants, including possible early morning and evening appointments, and availability on short notice
- Ability to speak and write in English and French languages
- A driver's license and access to a vehicle during work hours
- Knowledge of homelessness and social justice issues, particularly Housing First and how homelessness affects youth and Indigenous populations
- Excellent oral communication skills
- Excellent written communication skills
- Excellent organizational, planning, and coordination skills
- Excellent teamwork skills
- Sound judgment and initiative to complete responsibilities independently when required

## **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 "COH Research Assistant" is quoted in the email subject



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line. **Submit your application by email to: Lauren Kimura, [lkimura@edu.yorku.ca](mailto:lkimura@edu.yorku.ca) by 5:00pm on Thursday, February 15<sup>th</sup>, 2018.**

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.