



Provincial A/C Study Research Coordinator

STUDY OVERVIEW

A/C Study is designed to monitor HIV prevalence and related determinants (behavioural, individual and structural) among African and Caribbean communities in Toronto and Ottawa. The lead organizations for A/C Study are the University of Ottawa, Somerset West CHC (Ottawa), Women's Health in Women's Hands CHC (Toronto), and the Ontario HIV Treatment Network. The research team comprises mainly ACB organizations and community members in both cities.

POSITION OVERVIEW

A/C Study is a 15-month study designed to monitor HIV prevalence, incidence and related determinants or likely protective factors among African Caribbean and Black (ACB) communities in Toronto and Ottawa. A team of researchers, service providers, and community members in Ottawa and Toronto will implement this study in their respective cities. The team will mobilize ACB community members, service providers, researchers and policy makers to reflect on their understanding of HIV among ACB communities, and update their activities to address HIV among ACB communities in the years to come.

The Provincial Coordinator will work under the guidance of the A/C Study Co-PIs from the University of Ottawa, Somerset West CHC, Women's Health in Women's Hands, and McMaster University and in collaboration with local co-investigators, research coordinators, interviewers, peer recruiters, advisory committees, and community members.

The position is located either in Toronto (OHTN) or Ottawa (University of Ottawa). The primary responsibility is to support the A/C Study Co-PIs in implementing the study across two sites, and to ensure coordination, collaboration, effective communication and information sharing between the Ottawa and Toronto sites.

FEATURES

- A 15 month contract (full time from May-July 2017; then 15 hours/week for the next 12 months) to work on an exciting project on HIV prevalence, incidence and related determinants.
- A challenging role that includes working with the University of Ottawa, Women's Health in Women's Hands, Somerset West CHC and other organizations and community stakeholders in both cities.

- A welcoming and open accessible environment, which encourages initiative, cross-functional team work, knowledge-sharing and collaborative problem-solving to drive excellence.
- A well-established and reputable team that values attention to detail and encourages teamwork.
- Opportunities for learning and professional growth in an organization committed to advancing a significant health agenda with real-life impact.

KEY RELATIONSHIPS

- **Reports to Co-PIs:** Dr Winston Husbands (OHTN), Dr. Josephine Etowa (University of Ottawa), Ms. Wangari Tharao (Women's Health in Women's Hands CHC, Toronto), Mr. Hector Addison (Somerset West CHC, Ottawa), Dr. Lawrence Mbuagbaw (McMaster University).

RESPONSIBILITIES

Coordination of study activities across the two sites

- Organize joint meetings of the research team, co-PIs and community advisory committees
- Support efficient communication and information sharing between the sites
- Monitor joint processes and timelines among the two study sites
- Ensure quality control procedures are jointly implemented and monitored
- Coordinate and support ethics applications for multiple institutions and ensure compliance
- Coordinate study promotion at the two study sites
- Coordinate training of site coordinators and interviewers
- Support site coordinators, interviewers and other study staff in the implementation of their roles and responsibilities.

Conduct of Research Project

- Coordinate the revision process of various study instruments including: the study protocol, guidelines for data security, survey instruments, consent forms, and other various tracking sheets
- Oversee collection of qualitative and quantitative data (onsite, on-line, in the field)
- Conduct information and data retrieval searches using electronic databases, including internet-based and library searches
- Assist with reviewing, assembling, and synthesizing existing research literature within the field
- Ensure compliance with participating organizations' regulations
- Administer the questionnaire and interview participants, and obtain informed consent
- Periodically monitor key characteristics of study participants to ensure representativeness, and advise on recruitment goals
- Create and maintain computer data sets and databases, including participant database.

Community Engagement

- Develop working relationships with interested and relevant stakeholders

- Identify possible community partners, and collaborate with relevant stakeholders involved or interested in A/C Study
- Promote and publicize A/C Study activities to generate interest and support among ACB community members and relevant stakeholders, using appropriate methods and approaches
- Develop, organize, and coordinate KTE (knowledge translation and exchange) and capacity building activities
- Carry out other community engagement tasks as required.

Data Analysis

- Work closely with the Co-PIs and data analyst to design a data analysis plan
- Conduct or support statistical analyses ranging from descriptive and correlation analysis to multivariate analyses, when needed
- Compile, review and summarize data tables as needed, and prepare detailed documentation files
- Prepare tables, graphs, fact sheets, and written reports summarizing research results.

Project Administration

- Assist with orienting and training local site coordinators, interviewers, peer recruiters, and other project staff
- Develop, implement and maintain physical and electronic filing systems, especially for data management
- Plan and arrange meetings, teleconferences and other research related dissemination events
- Track expenses, including participant reimbursements and peer recruiters' stipends.

Knowledge Translation and Exchange

- Collate and organize materials for research papers, manuscripts, interim or final reports, as well as documents for publication, presentation or submission to funding agencies and steering groups
- Assist investigator and project staff with authoring relevant sections of manuscripts, and facilitate submission of study results, conference abstracts and the preparation of posters, oral presentations, and journal articles
- Assist in the organization and implementation of research dissemination events including conferences, seminars and workshops
- Attend and contribute to relevant research and research dissemination meetings.

CANDIDATE PROFILE

- Graduate degree in health or related field.
- Experience in community-based research is an asset.
- Experience working with African, Caribbean and Black populations.
- Familiarity with quantitative methods, particularly survey implementation and analysis.
- Experience with literature searches and retrievals using electronic databases.
- Strong understanding of the evolving HIV epidemic in Ontario, and how it affects African, Caribbean and Black people.

- Demonstrated ability to attend to details, including expertise in project and budget management.
- Excellent understanding of the health effects of racism and other forms of marginalization, and strategies to promote health equity, empowerment, and capacity building.
- Excellent oral and writing skills, including the ability to prepare community research reports, manuscripts, and presentations for a variety of audiences.
- Ability to work independently and collaboratively within a team setting.
- Fully proficient with business software (word processing, spreadsheets, etc.), data management and analysis software, applications to manage references and bibliographies, and internet-based research tools.
- Bilingualism in English and French, spoken and written, is preferred.

Since this project focuses on ACB communities, applications from ACB community members with relevant qualifications are strongly encouraged.