About CARMHA

The Centre for Applied Research in Mental Health and Addiction (CARMHA) is an internationally recognized research centre conducting innovative and interdisciplinary scientific research related to mental health and substance use, primarily in the areas of clinical practice and interventions, health systems, and population health and epidemiology.

CARMHA’s primary mission is to conduct research, generate evidence, and translate knowledge into policy and practice that is innovative, relevant and effective in preventing and reducing the burden of disease related to mental health and substance use.

Purpose

The Research Assistant (RA) performs research-related activities in support of a project funded by the Ministry of Health focused on the needs of individuals with severe substance use disorders in British Columbia. The RA is expected to produce written project outputs, such as reports, literature reviews, and quantitative and qualitative data gathering and analysis, with support and direction from the Research Coordinator and PI’s. Also, the RA will support logistical aspects of meetings and panels that may be convened for project-related activities. The RA will assist the research team in the ongoing implementation and execution of the research project, in alignment with the goals, objectives, and timelines. Through this position, the RA will gain a unique understanding of the care system surrounding addictions and mental health in the province, contribute to a variety of research and writing outputs, and have the opportunity to participate in community engagement activities throughout the project.

Position Type

6 month full time contract with the possibility of extension.

Key Responsibilities

- Prepare literature reviews
- Attend project meetings and assist with producing meeting material (e.g., agenda, minutes)
- Prepare data collection tools (i.e., qualitative interview guides, questionnaires, data abstraction templates etc.)
- Provide support for quantitative and qualitative research efforts, including interviews and expert panel meetings
- Prepare reports and presentations, including materials for publication
- Provide administrative and logistical support to the project and team as needed
- Gather and analyze literature review and qualitative data to generate findings and associated reporting documents and summaries
- Handle and protect confidential data
- Execute tasks assigned by the Research Team
# Qualifications

- Applied knowledge and experience in the use of diverse health research methodologies, tools and analytics software (e.g., NVivo, SPSS)
- Excellent interpersonal, time management, problem solving, and organizational skills
- Excellent working knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills in English, including report writing and publication/presentation of research activities and results to diverse stakeholders
- Applied knowledge of mental health and addictions research and policy an asset
- Experience working with and for marginalized communities an asset
- Experience with event planning and coordination an asset

# Education

- University graduate degree in health or social sciences