RESEARCH ASSISTANT
Centre for Applied Research in Mental Health and Addiction

JOB DESCRIPTION

About CARMHA
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 or other intervention practice, 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 will support the CARMHA research team in the design, implementation, execution, and evaluation of research activities. The RA’s primary focus will be related to the BC Ministry of Health project: Needs Based Planning of Mental Health and Substance Use Services in British Columbia. This project will provide the Ministry of Health with a detailed understanding of the ideal suite of services required for treating specific mental and substance use disorders across various levels of severity. There are also other projects under the same umbrella of needs-based planning for the MoH that the RA may be expected to work on, as needed. The RA will be expected to conduct or assist with the following research activities, working together with and supporting the Project Coordinator and the Lead Research Assistant:

1) Systematic literature reviews of the published literature on best practices for the treatment of specific disorder groupings of interest,
2) Operating and documenting disorder-specific expert panels (involving clinicians, program managers, and key strategic partners) focused on care and services required in relation to disorders of interest, and
3) Assistance with writing components of reports and documents presenting findings from the disorder-specific expert panels.

Beyond the BC Ministry of Health projects, there may be opportunities for the RA to support additional CARMHA projects as time and project timelines permit.

Position Type
One year contract (0.8FTE – 1.0FTE, depending on candidate) with the possibility of extension.

Key Responsibilities

- Work closely with the research team to assess findings from literature reviews
- Support the collection and analysis of data relevant to the project(s)
- Provide ongoing research support for project activities including the management and maintenance of research files and documentation
- Assist with the writing of reports documenting the disorder-specific expert panels
- Assist with preparing manuscripts, reports, and presentations related to the project(s)
- Perform various editorial duties; write, review and edit various documents and reports
- Attend project meetings and provide administrative support to various project-related working groups (distributing agendas, taking meeting minutes, etc.)
- Execute project tasks and work together with core team members to help achieve project objectives and milestones
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Qualifications

• Excellent written and verbal communication skills in English including report writing and publication/presentation of research activities and results to diverse stakeholders
• Experience conducting systematic reviews and ability to synthesize and analyze results from quantitative and qualitative data sources
• Applied and academic knowledge of mental health and addictions research and policy issues, an asset
• Experience handling confidential data with integrity and appropriate respect for privacy, an asset
• Excellent interpersonal, time management, problem solving and organizational skills
• Excellent working knowledge of Word, PowerPoint and Excel

Education

• University graduate degree in health or social sciences

How to Apply

Please send your CV and a one-page cover letter to Leena Chau (leena_chau@sfu.ca).

Applications will be received until 5pm on Friday, September 7th, 2018. Successful candidates will be contacted and invited for an interview.

We look forward to receiving your application!