

Job Posting

Position: Evaluation Assistant, Aboriginal Health

Hours of Work: 22.5/hr per week

Location: Central City Office Tower (13450 102 Ave, Surrey, BC V3T 5X3)

Compensation: \$17.54 - \$20.64/hr.

Term: Until March 31, 2022

Project Background

Fraser Health is responsible for the delivery of hospital and community-based health services to over 1.8 million people in 20 diverse communities from Burnaby to Fraser Canyon on the traditional territories of the Coast Salish and Nlaka'pamux Nations. It is the fastest growing health authority in the province and has more than doubled in population since 1986.

The Fraser Region is home to nearly 62,000 self-identifying Aboriginal peoples, with over 40% (26,000) self-identifying as Métis. Furthermore, the Fraser Region is home to six Métis Chartered Communities.

Fraser Health Aboriginal Health (AH) and Indigenous Cultural Safety (ICS) provides community-based health services and programming dedicated to the health and wellness of Indigenous peoples in the Fraser region. We currently have an exciting opportunity for a Evaluation Assistant to support ICS research and evaluation objectives.

Role Description and Responsibilities

The Evaluation Assistant will assist the Research and Evaluation Specialist at ICS and collaborate with Fraser Health's AH Team in the development and completion of research and evaluation. In addition, the successful candidate will contribute to the BC-wide effort to address anti-Indigenous racism and embed cultural safety and humility.

Specific responsibilities will include:

- Conducting preliminary literature reviews for each project.
- Assisting in the development, collection and recording of evaluation data by utilizing computer spreadsheet and database applications such as MS Excel, gathering and checking data, and developing appropriate links and formulae for spreadsheets and databases, summarizing information, and generating reports using word processing and presentation graphics software applications.
- Coordinating and scheduling focus groups and interviews with Indigenous participants.
- Ensuring evaluation related administrative tasks and correspondence are completed, such as, the preparation and collection of study and required regulatory documents.
- Supporting preparation of evaluation presentations, posters, infographics, projects summaries and evaluation reports.

Required Skills and Competencies

- Team oriented with the willingness/ability to collaborate and participate in sharing ideas
- Strong organizational, written and verbal communication skills
- Critical thinking skills in the collection and analysis of quantitative and qualitative data
- Ability to use application software including proficiency in Microsoft Office

- Experience with evaluation frameworks and logic models
- Ability to multi-task and manage multiple priorities
- Ability to travel across the Lower Mainland and Fraser Canyon

Application Due: July 2, 2021 at 5:00 PM

Please e-mail a resume and writing sample to noelle.saemerow@fraserhealth.ca