

Postdoctoral position posting: September 17, 2023
Open until filled.
Hourly rate: \$35-40/hour (commensurate with experience)



WHISE 2.0: Assessing Indigenous specific harm reduction needs and increasing access and knowledge of harm reduction

Our project is guided by a team of largely Indigenous people who conduct health research, provide and access harm reduction and health services, or do both. This project will create new knowledge on the harm reduction approaches and strategies desired and used by Indigenous people who use substances including STBBI and substance use rates in Thunder Bay, Sudbury, and Sault Ste Marie. This information is unavailable in two of our northern cities. By collecting more data in our three cities, we will have the opportunity to assess the success of harm reduction strategies for our Community Leaders, **Elevate NWO and Oahas**, to modify their services to better meet the needs of their clients over a two-year period. Our research team understands the social, political, and historical contexts that have shaped the ongoing challenges of Indigenous people who use substances. Indigenous knowledges, values and cultures are important in this project.

Purpose

Performs core duties and responsibilities by:

Scheduling daily project activities. Tracking and monitoring research activities. Resolving issues within the scope of the role and escalating problems as required. Handling sensitive or confidential information. Maintaining project records. Checking that projects adhere to ethical and privacy requirements. Verifying the accuracy and completeness of grant submissions. Coordinating meeting schedules, agendas, materials, action and follow-up items. Overseeing the data collection and analysis processes. Conducting critical appraisal of research literature. Formatting research results to be presentable and easily comprehensible. Implementing and executing qualitative and quantitative research methods. Drafting and submitting documented procedures to the Research Ethics Board (REB) for approval. Recording or verifying transactions on a single account. Directing the activities of casual staff.

Qualifications & Skills

- Education & Certification: Master's Degree.
- Experience: Minimum three years.
- Movement: The job requires a high level of muscular coordination and/or manual dexterity where precision is essential. E.g., Processing a variety of documents or data input where corrections are permitted after the fact.

*This position involves occasional travel to the study sites (2-3 times a year).

Responsibilities & Duties

The following core duties and responsibilities are relevant in determining the classification of this position and are not intended to be a complete list. Other duties, responsibilities and tasks may be assigned at the discretion of the supervisor/manager to whom this position reports.

- **Supports project initiatives by:**
 - Fostering positive relationships with project partners
 - Scheduling day-to-day project activities
 - Probing for information to establish needs
 - Tracking and monitoring research activities
 - Resolving issues within the scope of the role and escalating problems as required
 - Handling sensitive and/or confidential information
 - Maintaining project records
 - Informing stakeholders of project progress
 - Creating and updating records
 - Checking that projects adhere to ethical and privacy requirements
 - Verifying the accuracy and completeness of grant submissions
 - Coordinating meeting schedules, agendas, materials, action and follow-up items
 - Maintaining information on digital platforms
 - Drafting documents for knowledge translation purposes
 - Assessing and selecting methods of data collection and analysis for research projects

- **Supports research initiatives by:**
 - Providing orientation to others on work procedures and practices
 - Applying established standards to ensure compliance
 - Overseeing the data collection and analysis processes
 - Conducting critical appraisal of research literature
 - Proofreading and fact-checking content
 - Formatting research results to be presentable and easily comprehensible
 - Implementing and executing qualitative and/or quantitative research methods
 - Synthesizing technical, qualitative and contextual research data
 - Drafting and submitting documented procedures to the Research Ethics Board (REB) for approval
 - Drafting presentation materials
 - Handling sensitive and/or confidential information
 - Prevents injury and harm to others by:
 - Providing basic support and general referrals to individuals in distress
 - Accomplishes financial responsibilities by:
 - Recording or verifying transactions on a single account
 - Provides guidance and/or direction by:
 - Directing the activities of casual staff

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