



Provincial Job Description

TITLE:
(172) Research Assistant

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists with research for programs/projects by collecting and compiling statistics, conducting literature reviews, performing clinical research, analyzing results and preparing reports.

QUALIFICATIONS:

- ◆ Bachelor degree in a health-related Science

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced statistical database and analytical skills
- ◆ Intermediate computer skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience performing research.

KEY ACTIVITIES:

A. Administrative Support

- ◆ Assists with grant proposal writing.
- ◆ Prepares progress reports/discharge summaries.
- ◆ Plans and organizes research project activities in accordance with pre-determined criteria.
- ◆ Performs clerical duties (e.g., creating documents, tables, graphs and presentations, assessment packages, faxing, filing, photocopying, data entry and record keeping).

B. Data Collection / Management

- ◆ Performs computerized and manual research of literature reviews (e.g., Public Health).
- ◆ Compiles data using various computer software programs.
- ◆ Administers data collection tools, scores and interprets statistical analysis (e.g., neuropsychological test, client background).
- ◆ Recruits and interviews participants for the research project.
- ◆ Collaborates with diverse stakeholder groups to promote and carry out research activities (e.g., Population Health).

C. Analysis of Research Data

- ◆ Assists with preparation and presentations of research findings/recommendations.
- ◆ Assists with research and statistics consultation (e.g., outside agencies/research professionals).
- ◆ Assists with writing of manuscripts and documents related to clinical research projects.
- ◆ Assists with preparation of publications.

D. Related Key Work Activities

- ◆ Assists clients with their prescribed treatment program, where required by the job.
- ◆ Maintains client workbooks.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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