

POSITION AVAILABLE
Research Coordinator

January 16, 2017 – December 31, 2018

The University of Toronto is seeking a Research Coordinator to work with Kelly O'Brien and team in the **Episodic Disability and Rehabilitation Research Lab** at the University of Toronto on a CIHR grant entitled **"Translating exercise into the HIV community: Evaluating a community-based exercise intervention to improve the health of adults living with HIV"** and to coordinate the **Canada-United Kingdom HIV and Rehabilitation Research Collaborative (CUHRRC)**. This work spans areas of HIV, disability and rehabilitation and is conducted by researchers at the Department of Physical Therapy, University of Toronto, School of Rehabilitation Sciences, McMaster University, and St. Michael's Hospital and in collaboration with the Toronto YMCA.

Study Summary: In Canada, HIV may be considered a chronic disease as more individuals are living longer with the daily health-related challenges of the disease and the potential side effects of associated treatments. These challenges may be termed 'disability' comprised of symptoms and impairments, difficulties with day-to-day activities, challenges to social inclusion and uncertainty that may fluctuate on a daily basis and over the entire course of living with HIV. The aim of this research program is to 1) profile the episodic nature of disability among people living with HIV, 2) determine the effectiveness of interventions (community-based exercise) with the goal of reducing disability and enhancing health and contextual factor outcomes for adults living with HIV; and 3) to further assess the measurement properties of an HIV-specific disability questionnaire called, the HIV Disability Questionnaire (HDQ).

Location: Department of Physical Therapy, University of Toronto, 500 University Ave, Toronto, Ontario.

Hours: ~30-35 hours per week

Research Coordinator – Activities and Responsibilities

- Administration and coordination of day to day operations of the study;
- Coordinate and assist with participant recruitment, consent for participation in the study; questionnaire administration, data entry, synthesis and analysis (as applicable);
- Coordinate bimonthly assessments with participants and YMCA staff;
- Communication between study investigators, community advisory committee, and collaborator organizations.
- Coordinate team meetings (teleconferences, face-to-face), and Community Advisory Committee and Collaborator meetings, draft agendas, draft meeting notes.
- Coordinate and assist with Research Ethics Board applications, amendments and renewals.
- Participate in the preparation of knowledge translation materials (e.g. factsheets, abstracts, posters, and manuscripts).
- Participate in knowledge translation with community collaborators (presentations, newsletters, tool kits as applicable)
- Participate and assist with literature reviews, grant writing, report writing, updating CVs, and manuscript writing.
- The position is based in Toronto.

CUHRRC (Canada-UK HIV and Rehabilitation Research Collaborative) Coordinator – Potential Activities

- Work with Realize (formerly the Canadian Working Group on HIV and Rehabilitation (CWGHR)) and University of Toronto to carry out the administration and coordination of the day-to-day operations of the CUHRRC.
- Coordinate CUHRRC meetings (teleconferences, videoconferences), draft agendas, draft meeting notes.
- Liaise with the CUHRRC members (UK, Canada, Ireland and USA) on upcoming funding opportunities in HIV and rehabilitation research.
- Assist with grant writing (CIHR Meetings Grant; Catalyst Grant; Knowledge Synthesis Grant) to obtain operational grant funding to carry out the international HIV and rehabilitation research agenda.
- Update the CUHRRC webpage bi-monthly, develop quarterly e-newsletters, and translate CUHRRC evidence using social media (twitter account).
- Assist with manuscript writing.

Knowledge Skills and Abilities

- Master's degree in a health or social sciences field.
- Education, knowledge and experience in quantitative data collection including recruitment, obtaining informed consent, administering study questionnaires.
- Excellent organizational and interpersonal skills
- Excellent oral and written communication skills
- Outstanding attention to accuracy and detail
- Ability to work independently and as a member of a team
- Excellent computer skills with experience using quantitative (SPSS or SAS) software, and managing databases required. Knowledge of referencing software is also an asset.
- Experiencing working with people with HIV or people with disabilities is an asset.

Applicants should send a CV, a cover letter describing their professional background and experience, together with the names of three referees via email to Kelly O'Brien, University of Toronto, Department of Physical Therapy, email: kelly.obrien@utoronto.ca

Applications will be accepted until **December 21, 2016** or until the position is filled.

While we appreciate all applications received, only those invited for an interview will be contacted.