



# *Provincial Job Description*

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***TITLE:***  
**(172) Research Assistant**

***PAY BAND:***  
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***FOR FACILITY USE:***

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## ***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:***

- ♦ Baccalaureate in a health-related Science

## ***KNOWLEDGE, SKILLS & ABILITIES:***

- ♦ Advanced statistical database analytical skills
- ♦ Intermediate computer skills
- ♦ Communication skills
- ♦ Organizational skills
- ♦ Ability to work independently
- ♦ Valid driver's 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 clients/patients/residents 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.
- ◆ 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.*

***Validating Signatures:***

***CUPE:***

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***SEIU:***

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***SGEU:***

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***SAHO:***

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***Date: December 12, 2018***