Job Posting/Research Coordinator

**Position Title:** Research Coordinator

**Number of job positions:** .3 FTE

**Hiring Unit:** Douglas Hospital Research Center

**Supervisor:** Myra Piat, PhD

**Work Location:** Douglas Mental Health University Institute – Research Center, 91 Hickson, Verdun, QC

**Hours/week:** 21 hours/week, Mon-Fri

**Hourly wage:** In conformity with Douglas Institute Research Center standards, the hourly wage will commensurate with experience and education.

**Planned Start Date:** September 2017

**Deadline to apply:** August 31st 2017

**Project Overview:** A 3-year research project funded by CHIR, this research aims to evaluate the implementation of the Canadian Recovery Guidelines into mental health services. The recovery guidelines will be implemented in 5 different organizations across Canada. The project’s Principle Investigator is Prof. Myra Piat ([http://douglas.research.mcgill.ca/myra-piat](http://douglas.research.mcgill.ca/myra-piat)).

**Job Description:** The selected candidate will coordinate the implementation of the recovery guidelines in the Montreal, Quebec site. The Research Coordinator will plan and conduct various research activities in pursuit the goals of the project and work closely with the Principal investigator, knowledge users and the national research coordinator. S/he will collect & analyze qualitative and quantitate data; develop study documents; assist in administrative aspects of the research, develop knowledge translation activities and assist in writing of reports and journal articles related to the project.

**Key responsibilities include:**
- Oversee the implementation of the recovery guidelines in the Montreal site.
- Recruit study participants
- Liaise between the research team and the Montreal site
- Train and support the implementation team members at the Montreal site
- Design and maintain databases, and data collection
- Conduct semi-structured interviews
- Data entry, and reporting of data
- Use research software to analyze data
- Assist in administrative aspects of the research
- Assist in planning and organizing integrated knowledge translation activities
Job Requirements:

- Master degree or PhD student in health/social sciences (psychiatry, social work, nursing, occupational therapy, psychology, public health, sociology).
- Ability to speak, read, and write fluently in both French and English
- Research experience, preferably in mental health
- Knowledge of qualitative/quantitative research methods
- Knowledge of mental health recovery is an asset
  
  Comfortable using software - NVivo, SPSS, EndNote Office (e.g. Word, Excel, Power Point)
- Excellent written and communication skills
- Excellent organizational and time management skills.
- Motivated and able to work independently, and in a team in a deadline-oriented environment.

Other Skills & Abilities

- Strong interpersonal and analytic skills

How to apply

Applicants are invited to email their cover letter outlining their interest and résumé as a single (Word or PDF) attachment to: Dr. Myra Piat myra.piat@mcgill.ca

Note

We thank all applicants. Only selected candidates will be contacted.