

JOB DESCRIPTION

JOB TITLE: Peer Research Associate (PRA) (*4-6 Positions Available*)

JOB DEFINITION: PRAs are women living with HIV who are hired and trained as researchers on our core study team, and who have experiences and identities in common with the study participants that they will recruit and interview.

JOB TYPE: Part-time (3-10 hours per week from March 2013-April 2015, with hours varying by week)

JOB LOCATION: 4-6 PRAs will be hired in or around: Vancouver, Surrey, Victoria, Kelowna, and Prince George

REPORTS TO: Dr. Angela Kaida, Faculty of Health Sciences, Simon Fraser University, Burnaby BC

STUDY SUMMARY

The Canadian HIV Women's Sexual and Reproductive Health Cohort Study (CHIWOS) is a 5-year, women-centred, community-based research project. It brings together researchers, clinicians, community partners, and women living with HIV from across Canada with the goal of improving the care available to women living with HIV in Canada. CHIWOS study objectives are to investigate whether women are using women-centred care, and to learn about whether women-centred care improves sexual, reproductive, emotional, and women's health outcomes.

The first phase of CHIWOS was dedicated to building relationships within our study team and the larger community, and to develop a deeper understanding of 'women-centred care'. We are now transitioning to the second phase of CHIWOS, the national survey phase, where we plan to enroll 350 women living with HIV from across British Columbia.

JOB SUMMARY

We are now ready to hire an additional 4 to 6 PRAs, who will join our existing PRA team. PRAs will interview study participants using a computer-based survey. The survey will include questions about use of women-centred care and sexual, reproductive, emotional, and women's health. PRAs will conduct interviews with women from across BC's five regional health authorities and the Oak Tree Clinic in Vancouver, and will be based in or around Vancouver, Surrey, Victoria, Kelowna, or Prince George.

All PRAs will receive and must complete a multi-phase PRA training session. This will include intensive training in research methods, privacy and confidentiality, administering interviews, the CHIWOS survey, computer literacy, participant support, and self care. After training, PRAs will be responsible for administering 15-75 surveys with participants over an 18-month period. Further details of duties and responsibilities are described below.

Women living with HIV from traditionally marginalized or silenced communities are encouraged to apply, including lesbian, bi, and transgendered women; racialized and Aboriginal women; women engaged in sex work; and other women from groups who have been historically under-represented in health research.

Please note that a minimum of two PRA positions will be reserved for Positive Aboriginal Women (PAW); one in or around Prince George and at least one other position elsewhere in BC.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- 1) Attend a 2-day provincial PRA training session in Vancouver on March 20th-21st, 2013 (travel costs will be covered)
- 2) Attend a 2½-day national PRA training session in Vancouver on April 7th-9th, 2013 (travel costs will be covered)
- 3) Participate in refresher training before study roll-out in your region
- 4) Engage in self-learning before and after each training phase
- 5) Review and be familiar with training materials (e.g., the consent form and survey) before starting recruitment
- 6) Collaborate with the BC Provincial Coordinator, the BC PRA team, community organizations and partners, and peer networks to recruit participants
- 7) Assist with screening potential participants to confirm study eligibility
- 8) Assist with setting up interviews for participants

- 9) Obtain voluntary, informed consent and interview women living with HIV in your region (Note: Number of surveys to administer varies by region and will range between 15-75 surveys)
- 10) Administer the CHIWOS survey using a computer (laptops will be provided)
- 11) Administer the participant honorarium and complete necessary paper-work
- 12) Participate in regular CHIWOS team meetings to discuss interview-related issues and to support fellow PRAs
- 13) Connect with the BC Provincial Coordinator as needed
- 14) Return all completed study materials to the BC Provincial Coordinator (e.g., consent forms, honorarium receipts)
- 15) Act as a CHIWOS representative within your region

QUALIFICATIONS

- 1) A woman living with HIV;
- 2) Past experience and/or interest in research
- 3) Past experience and/or interest in working with women living with HIV
- 4) Compassion and understanding towards issues related to diversity, inequality, stigma and discrimination, and the needs of women living with HIV
- 5) Passionate about learning
- 6) Passionate about your community
- 7) Ability to work as part of a diverse team
- 8) Effective oral and written communication skills
- 9) Average (or above) literacy skills (e.g., reading, comprehension, writing)
- 10) Excellent time management and organizational skills
- 11) Basic computer skills (e.g., comfortable using a computer, typing, sending emails, and accessing the internet);
- 12) Flexibility in working hours;
- 13) Fluency in English and/or French.

COMPENSATION

- 1) Travel, accommodation, and food during the provincial and national training sessions in Vancouver will be covered.
- 2) Compensation for the provincial and national PRA training sessions will be provided.
- 3) Laptops or access to secure desktop computers will be provided.
- 4) Compensation for each completed survey will be provided at a rate of \$75 per survey. This amount includes time required to complete the interview and for other duties and responsibilities outlined above (e.g., participant recruitment, administrative tasks, participating in bi-weekly Provincial Core Research Team Meetings).

APPLICATION INSTRUCTIONS: Please **complete and submit the attached application** form via email, mail, or fax to the **CHIWOS Provincial Coordinator** (contact details below). Please make sure that you have fully completed the application form. You may also attach and submit a resume, although this is optional.

Deadline for applications is February 15th 2013.

Dr. Angela Kaida **c/o**
Allison Carter, CHIWOS BC Provincial Coordinator
BC Centre for Excellence in HIV/AIDS
St. Paul's Hospital, 608-1081 Burrard Street
Vancouver, BC V6Z 1Y6 Canada
Phone: 604-682-2344, ext 62544
Fax: 604-806-9044
Email: allison_carter@sfu.ca

We would like to thank, in advance, all applicants who take the time to submit an application for these positions. We are grateful for your interest in this study and your commitment to these issues. The CHIWOS BC PRA hiring team includes representatives from research and community. The hiring team will consider every application carefully, with a goal of building a strong and diverse PRA team, representative of women living with HIV across BC. All applicants will be notified regarding whether or not they have been selected for an interview.

CHIWOS BC PEER RESEARCH ASSOCIATE (PRA) APPLICATION FORM

STEP 1: PERSONAL DETAILS

First Name:		Last Name:	
Address:	City/Town of residence:	Postal Code:	
Email:	Phone:	Other Means of Contact:	
Best way to contact you:			

PRAs will conduct interviews with women from across BC's regional health authorities and the Oak Tree Clinic in Vancouver. Please specify the region (or regions) in which you live and would be interested in conducting interviews:

- Vancouver Coastal Health Authority
- Fraser Health Authority
- Vancouver Island Health Authority
- Interior Health Authority
- Northern Health Authority
- Oak Tree Clinic (Vancouver)

STEP 2: DEMOGRAPHIC INFORMATION

In order to help better serve and represent the various populations of women living with HIV across BC, please select the populations with which you identify. More than one selection is possible. **This section is OPTIONAL.**

- Aboriginal Women
- African, Caribbean Black Canadian Women
- Newcomer and Immigrant Women
- Younger Women (under 30 years)
- Older Women (over 50 years)
- LBGQT Women
- Women with a history of incarceration
- Women living in rural or remote Areas
- Street Involved or Homeless Women
- Current/former sex trade worker
- Current/former substance user
- Co-infected (Hep A, Hep B, Hep C)
- Other _____

STEP 3: TELL US ABOUT YOURSELF (PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE)

1. Tell us about yourself.

2. Please describe your past experience and/or interest in research.

3. Please describe your past experience and/or interest in working with women living with HIV.

4. Please describe any skills development or capacity-building training sessions you have participated in that might be relevant to this position.

5. a) Are comfortable using a computer? Yes No

b) Are comfortable using email? Yes No

c) Are comfortable accessing the internet? Yes No

d) Please briefly describe your level of comfort and knowledge with using a computer.

6. What languages do you speak?

7. Please tell us why you would like to be a Peer Research Associate (PRA) on this study.

8. Please describe your skills, interests, or experiences that would make you a good candidate for this position.

9. What skills would you like to gain from working as a Peer Research Associate (PRA) on this study?

10. Please provide names and contact details for **two references** who are able to comment on your professional activities, your community work, and/or your personal attributes. Please include **name, organization, role (if applicable), email address, and phone number**.

STEP 4: SUBMIT YOUR APPLICATION

Please **complete and submit this application form** via email, mail, or fax to the CHIWOS Provincial Coordinator (contact details below). You may also attach and submit a resume, although this is optional. **Application deadline: February 15th 2013.**

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