



***Positive Living, Positive Homes* Research Site Coordinator, Vancouver (Part-time)**

Position: Research Site Coordinator

Status: Part-Time Position (15 – 18 hours per week)

Wage: \$20 per hour

Time Period: 1 year contract (with possibility for renewal for up to 1 year)

Location: PAN's CBR & Admin Office, Vancouver, BC

Positive Living Positive Homes is an innovative community-based research study in British Columbia, born out of the HIV community's identification of housing as a critical health determinant for people living with, or at risk of, HIV and AIDS. This 3-year study uses a qualitative case study approach to examine how local and provincial policies and programs interact with and impact people living with HIV/AIDS' abilities to manage their health and wellbeing and to highlight policies and programs that can be used as models across jurisdictions in BC. This study has recently completed the first phase of collaboratively developing research methods, and will soon be initiating interviews in three sites in the province: Greater Vancouver, Kamloops, and Prince George.

The Pacific AIDS Network and the *Positive Living, Positive Homes* (PLPH) study are seeking a Research Site Coordinator for Vancouver to be involved in this exciting opportunity to be involved in research that will create social change. The Site Coordinator will coordinate research activities in the Vancouver area for this community-based research study. The Coordinator will: follow and monitor study protocols and policies; recruit and carry out interviews with research participants, as appropriate; act as a study liaison with organizations and community partners in the Vancouver area; assist with interview transcription; support data analysis; assist with the facilitation of team meetings and knowledge-translation activities; and help maintain record keeping systems and procedures.

The Coordinator will work in collaboration with the PLPH team and with the guidance of the study's co-principal investigators J. Evin Jones and Dr. Catherine Worthington, along with the PLPH Coordinator. The Coordinator will also work closely with the Community-Based Research program at the Pacific AIDS Network.

About the Pacific AIDS Network:

The Pacific AIDS Network (PAN) is a vibrant, pro-active member-based coalition that provides a network to support the abilities and efforts of its 50+ member organizations to respond to HIV, HCV and related issues in British Columbia. PAN provides face-to-face networking opportunities,



opportunities for mutual support; education and skills development; and opportunities for member organizations to participate in community-based research. PAN facilitates knowledge translation and exchange (KTE) activities and the sharing of evidence-based practices; and undertakes collective action to influence public perceptions and policies affecting people living with HIV/AIDS, HCV and those “at risk.”

DUTIES AND RESPONSIBILITIES:

1. Follows and monitors study protocols and policies ensuring adherence to CIHR requirements as well as procedures outlined in the study’s research-ethics protocol.
2. Implements data collection and analysis systems in support of research protocol in the Vancouver area.
3. Liaises with local organizations, community members and research partners.
4. Recruits and assists in the selection of research participants in the Vancouver area, as appropriate.
5. Schedules and carries out interviews with research participants in Greater Vancouver.
6. Transcribes interviews and stores data in adherence with research protocols and data-security requirements.
7. Assists with data analysis and documentation.
8. Help maintain record keeping systems and procedures.
9. Assists with the promotion and/or facilitation of research capacity building activities among local organizations and community consultants.
10. Supports integrated knowledge translation and communications activities in the Vancouver area.
11. Supports the coordination of the CBR Quarterly Meetings,
12. Works in collaboration with the CBR Program staff at PAN.
13. Other duties, as required.

Qualifications:

- Undergraduate level education in a related field (or equivalent experience)
- Exceptional interpersonal and communication skills
- Ability to work independently and within a team
- Sound knowledge of community-based research principles
- Solid understanding of qualitative research methods and experience carrying out semi-structured interviews
- Excellent administrative and organizational skills
- Experience in or understanding of HIV/AIDS research and understanding of the GIPA/MIPA principles
- Excellent networking and facilitation skills
- Experience in analyzing and summarizing qualitative data



- Proficiency in applicable software programs (i.e. Microsoft Office, excel).
- Experience with interview transcription and Dragon-Naturally-Speaking software and NVivo an asset.

CHARACTERISTICS

- Self-starter, able to hit the ground running, able to work independently, dependable
- Ability and willingness to travel, as required
- Skilled team player who is able to build professional and effective working relationships with a diverse group of stakeholders – respected and respectful
- A hands-on, forward-thinking planner, problem solver and implementer, capable of anticipating and dealing with challenges proactively
- Strong organizational skills, detail-oriented, ability to multi-task and manage time well
- Values diversity, collaboration, transparency and partnerships

APPLICATION PROCESS

Forward a CV and cover letter, in PDF format, to plph@pacificaidnetwork.org by Friday, Nov 28, 2014. Applications must be sent with the following email subject line: “PAN PLPH Site Coordinator, Vancouver - Lastname.” (Example: “PAN PLPH Site Coordinator, Vancouver - Jones”)

Applications will be reviewed as they are received. Only successful, short-listed, candidates will be contacted. No telephone or email inquiries please.

Interviews will be held in Vancouver on December 5th and 8th, 2014.

We encourage individuals living with HIV/AIDS and/or hepatitis C and members of under-represented communities to apply.