



North Eastman Health Association Inc. Job Description

Research & Project Coordinator Community Health Assessment

Position Summary

This position is responsible for coordination of all aspects of the regional community health assessment (CHA) and for producing reports and disseminating findings. Responsibilities encompass tasks in the following areas: research, supervision, and communication/liaison.

Reports to: VP of Programs and Services

Union: Manitoba Nurses Union

Qualifications:

Education and Experience

- Post-secondary education and experience in the field of epidemiology, health, education, social sciences, statistics, research methods or other related specialization from recognized University.
- Graduate or Master's degree preferred.

Knowledge, Skills and Abilities

- A minimum of 3 years prior experience conducting research projects and performing statistical analysis.
- Supervisory experience beneficial.
- A minimum of three years working in the community is also required.
- Experience in positions requiring leadership skills and abilities are required.
- Strong background in group facilitation preferred.
- Superior oral and written communication skills in English are required, both English and French preferred.
- Communication skill in terms of listening to requests for information, asking questions to clarify requests, and responding to requests for information and assistance are required.
- Strategic communication skills in terms of providing and accepting expert advice and guidance, gaining the cooperation of others in order to complete tasks, and the preparation of reports on progress as it is achieved and outcomes are also required.
- Teamwork skills are required in order to complete tasks, as well as skills to work independently.
- Excellent presentation skills in engaging an audience while presenting complicated information are also required.
- Creativity, strategic problem solving, and sound judgment are required.
- Strong negotiation skills are an asset.

- Time pressures and tight deadlines will be experienced in terms of completing projects and tasks within set time frames.
- Knowledge of the community, where resources are located, what systems work within the community, and government structures within the community are necessary.
- Knowledge of jurisdictional issues between governments is also useful.
- Knowledge of descriptive and analytical statistics is required.

Professional Development

- Will consult with the VP of Programs for attendance at relevant training sessions or the acquisition of resources that support the CHA project.

Duties & Responsibilities

RESEARCH

- Plays the primary role in implementing, coordinating, and evaluating research activities, both quantitative and qualitative, related to regional community health assessment.
- Directs and manages the collection, collation, and analysis of the complete range of population health data, both quantitative and qualitative, concerning the regional population.
- Participates in the assessment and approval process for external research activities involving the regional population.
- Produces presentations and progress reports on all community health assessment research activities and findings for the Board, management, staff, community members and wider audiences at the provincial and/or national level.

SUPERVISION

- Hires, supervises, and monitors the performance of CHA support staff.
- Provides instruction and assistance to support staff in the use of computer hardware and software, data analysis, and research methods.
- Supervises the preparation of reports and databases by support staff and ensures tasks are completed within set time frames.
- Maintains office communications by conducting staff meetings as required, addressing concerns, problems and issues.

COMMUNICATION/LIAISON

- Provides input and assistance to the VP of Programs and Services around CHA goals/objectives, CHA design, data interpretation, the amount, variety, and types of data to be collected, the necessary software and hardware for data collection and analysis, and budgeting.
- Provides support and direction to regional staff on research methods and research activities related to specific programs and services.
- Informs and liaisons with regional staff, government departments/ agencies, community groups/agencies, other regional health authorities, and provincial/national research networks with regard to CHA goals/objectives, methods, progress, and findings.
- Ensures preparation of financial statements and reports on expenditures to the VP of Programs and Services.

- Tasks are varied and performed under minimal supervision. The opportunity for problem solving and decision making is high. Communicating with individuals with varying interests and at different levels of understanding is required.
- Budgeting and monitoring expenses is required. Responsibility is given for ensuring the computer equipment remains in working condition and for monitoring levels of supplies.
- Letter, agreements, statistical analysis procedures, research papers are required to be read and understood. Reports, letters and memos are routinely required to be written. The computer is routinely used to enter, edit, retrieve and safe data, and to use word processing, spreadsheet and statistical software. Organizational skills in terms of checking and reviewing work and filing and retrieving information are required. Routinely, organizational skills in terms of analyzing, classifying and synthesizing information are required.

Revised: _____
Date

Approved by: _____ Date _____
Manager/Supervisor

Approved by: _____ Date _____
Vice President/ CEO

Reviewed by: _____ Date _____
Director, Human Resources

NOTE: Original Signed and Dated June 26, 2003