

Job Title: Research Coordinator (1) Canadian Longitudinal Study on Aging (CLSA)

Competition:	
Program:	Bruyère Research Institute – Canadian Longitudinal Study on Aging
Position Type:	Full-time (1 year contract with possibility of extension)
Salary Scale:	\$30.53 - \$34.81 + benefits
Start Date:	January 1, 2023 – December 31, 2023
Closing Date:	November 25, 2022

The Bruyère Research Institute (Bruyère RI) supports investigators who contribute to a better, more responsive health care system that delivers the best care to patients, residents, and families. The Bruyère RI is a proud partner of Bruyère Continuing Care, the University of Ottawa, as well as other organizations and provides solutions to improve the health and health care of aging and vulnerable Canadians. The RI's research focuses primarily on evidence, health system evaluation, brain health, geriatrics and rehabilitation, primary care, palliative care, and global health. www.bruyere.org/bri

Function summary

The Bruyère RI in conjunction with the Canadian Longitudinal Study on Aging (CLSA) is seeking a Research Coordinator to join our Ottawa team and supervise the day-to-day operations of the CLSA Data Collection Site located at the Elisabeth Bruyère Hospital in the Ottawa Byward Market and the CLSA project work being done in the Ottawa community.

The Canadian Longitudinal Study on Aging (CLSA) is a large, national, long-term study that follows approximately 50,000 individuals who are between the ages of 45 and 85 when recruited, for at least 20 years. The CLSA collects information on the changing biological, medical, psychological, social, lifestyle and economic aspects of people's lives. These factors will be studied to understand how, individually and in combination, they have an impact in both maintaining health and in the development of disease and disability as people age <https://www.clsa-elcv.ca/>. The Research

Coordinator will have a central role in ensuring the success of the CLSA project at the Bruyère RI. Working closely with the Site Principal Investigator, the CLSA National Coordinating Center and the Bruyère RI management team, the Research Coordinator will be part of a pivotal Canadian national project with opportunities for growth and promotion.

Main duties and responsibilities:

- Supervise staff and students in the Data Collection Site (DCS) during day-to-day operations
- Supervise staff conducting home interviews in the community
- Assisting in data collection (face-to-face and by phone)
- Coordinate staff and student work schedules
- Complete bi-weekly time sheet reviews
- Conduct staff and student training
- Oversee participant scheduling
- Manage CLSA equipment and documentation (set-up, calibration, updating guides, inventory, staff equipment training)
- Conduct regular data quality assurance procedures
- Troubleshoot problems in the DCS and community
- Ensure that all current Standard Operating Policies (SOP) are implemented in the DCS, staff and students are up to date in their SOP training and SOP all documentation is completed and current.
- Submit invoice and stipend requests for payment
- Assist with staff performance appraisals
- Assist with financial reconciliation of project funds
- Assist in hiring of new staff
- Assist in logistical implementation of other CLSA projects
- Attend CLSA annual national meetings as required (this may involve some travel)
- Attend regular study meetings with Principal Investigator and RI management staff

These duties and responsibilities are not exhaustive. Additional duties may be added.

Required Qualifications and Competencies:

- Bachelor's degree in a relevant health science-related field or equivalent
- Minimum 2 years relevant experience
- Strong interview and facilitation skills
- Strong critical thinking skills
- Strong attention to detail
- Excellent multi-tasking abilities
- Excellent verbal and written English communication skills
- Demonstrated ability to work well independently and in a team environment
- Excellent analytical and organizational skills, including the ability to adapt to a dynamic project environment

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- Demonstrated ability to meet timelines and deadlines

Additional Competencies (if applicable)

- Bilingualism (French) in both written and spoken
- Previous experience with the Canadian Longitudinal Study on Aging
- Research experience in aging
- Experience working with older adults

**If you are interested in this opportunity please submit
your cover letter and resume
with subject line: Research Coordinator CLSA – Bruyère Job title
to BRI-HR@bruyere.org
by November 25, 2022**

Bruyère Research Institute is an equal opportunity employer and values diversity in its workplace. All qualified applicants will receive consideration for employment based on skills and experience as outlined in your CV and cover letter.

Bruyère Research Institute is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise of the accommodation measures which may be required to enable you to be assessed in a fair and equitable manner.

All researchers, employees and students of the Bruyère RI who will work with long-term care homes, colleges, universities and other partners are required to comply with the vaccination policies of those external organizations to complete their work. Of note, vaccination policies are subject to change. The requirement to comply with those evolving policies does not change.

We thank you for your interest in this position, however; only those chosen for an interview will be contacted.

All Bruyère employees are required to provide proof of full vaccination as per our Enhanced COVID-19 Immunization policy.