



## POSITION SUMMARY

### QUEEN'S UNIVERSITY — GENERAL STAFF

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POSITION TITLE: Research Associate — Indigenous health (palliative care)  
DEPARTMENT: Family Medicine  
APPLICATION DEADLINE: March 31, 2024, or until filled  
START DATE: April 2024 or as agreed upon  
HOW TO APPLY: Interested candidates should send their CV and cover letter to Renee Lupien at [renee.lupien@queensu.ca](mailto:renee.lupien@queensu.ca).

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#### **JOB SUMMARY:**

Reporting to the Co-Principal Investigators (Co-PIs), the Research Associate will coordinate and conduct scientific research to support a **project examining palliative care experiences of Indigenous peoples in the southeast Ontario region**. In the spirit of community-based research, the incumbent will interact with both academic and community partners. The Research Associate will support recruitment, maintenance of participant records, data collection, and preliminary analysis and reporting. The Research Associate will be responsible for coordinating talking circles and interviews, and communication between communities and the research team (academic and community team members), community partner organizations, and participants. The Research Associate must be flexible in their schedule to accommodate the talking circles and interviews at times that are convenient for the participants. Some of the work can be done remotely from home, and some will require in-person participation and travel within the region.

This is a part-time (casual) position over two years. The time commitment per week will likely vary depending on tasks at hand, particularly during data collection, but average of 10 hours/week is estimated.

#### **KEY RESPONSIBILITIES:**

- Collaborate with the Co-Principal Investigators, the research team and partner organizations to develop a research plan and project management timeline, which includes the design and development of advanced techniques, procedures and protocols for data collection and dissemination of research project findings.

- Coordinate the implementation of the research plan, maintaining communication with the research team to support progress along the project management timeline and support the effective collection and analysis of data.
- Act as liaison to outside agencies and colleagues, to obtain ideas and information.
- Build relationships with representatives from the communities with which we work in the region (Katarokwi/Kingston, Mohawks of the Bay of Quinte, Shabot Obaajiwān, Kichito Manito Madaouskarini)
- Use scientific methods and personal judgement to adapt procedures, as required, to meet the needs of the project.
- Coordinate the recruitment of participants, including advertising.
- Act as the coordinator for talking circles (including pre-registration, obtaining consent, assisting with setup and teardown of circle) and interviews, including acting as the recorder and note taker
- Conduct data collection and preliminary analysis through talking circles, interviews, and other sources of primary and secondary data.
- Assess information and assist in the analysis of data using appropriate methodology.
- Participate in the dissemination of research project findings. Prepare visual and verbal presentations, and participate in meetings and conferences. Contribute to and co-author scientific papers and reports that target both academic and community audiences.
- Perform administrative duties, such as preparing ethics or other administrative documents, and contribute to the maintenance of records. Enter data into computer databases for analysis and output, as required.
- Order supplies and perform some equipment maintenance when necessary and possible. This may include some budget monitoring or account administration.
- Create a positive work environment that supports and promotes a culture where a diverse range of ideas and perspectives are encouraged.
- Undertake other duties or special projects, as required in support of the project (example: ads/poster for talking circles)

#### **REQUIRED QUALIFICATIONS:**

- Master's degree in health, social sciences, or a related field of study. PhD would be an asset. Candidates without a Master's degree who have significant relevant experience are encouraged to apply. Candidates currently pursuing postgraduate studies are also welcomed to apply.
- Candidates who identify as Indigenous are invited to describe in detail their connection(s) and relationship(s) to the claimed Indigenous community. Non-Indigenous candidates are invited to explain their reason(s) for being interested in this project, and to also share past experiences (if any) of working collaboratively with Indigenous communities. Preference will be given to those of Indigenous ancestry with demonstrated Indigenous community involvement.

- It is an asset to have a relevant experience in engaging with the history and present-day context of Indigenous peoples and Indigenous health, and in community-engaged and culturally-safe scholarship (including the principles of Ownership, Control, Access, and Possession (OCAP)).
- Demonstrated understanding of and respect for the diversity of Indigenous perspectives, histories, traditions, knowledge systems, and contemporary issues.
- Demonstrated experience applying equity, diversity, accessibility, inclusion and Indigenization considerations to decision making and planning.
- Demonstrated graduate-level research skills, specifically in qualitative methods.
- Experience with NVivo analysis software is considered an asset.
- Flexible hours may be required to accommodate participant recruitment sessions and interviews.
- Consideration will be given to an equivalent combination of education and experience.

### **SPECIAL SKILLS:**

- Excellent oral and written communication and interpersonal skills, including demonstrating confidence, tact, discretion and judgment to work effectively with Indigenous community members, team members, and community partners. Skills in respectful and culturally safe interactions with Indigenous individuals and communities.
- Resourcefulness and meticulous attention to detail.
- Judgement and initiative in order to design a new and novel way of solving a problem or choosing the best approach when conducting research. Self-directed, with the ability to function independently and as a member of a diverse team including community and academic partners.
- Technical/scientific writing and communication skills in order to facilitate information sharing between stakeholders.
- Time management and organization skills to allocate time and resources, and coordinate workflow and project activities.
- Analytical, interpretive, and problem-solving skills with the ability to solve unexpected problems as they arise.
- Computer skills to aid in the research, analysis and presentation of data including proficiency with Microsoft Office programs (notably Word, Excel, and PowerPoint), the Internet, and online videoconferencing platforms such as Microsoft Teams and Zoom.
- Excellent presentation skills suitable to deliver information to diverse audiences.

### **DECISION MAKING:**

- Determine how to optimize protocols to achieve the most accurate results. Adapt procedures to solve research problems or to gain new perspectives.
- Determine whether a particular procedure falls within ethical guidelines and make concessions and adjustments as necessary and possible.

- Resolve problems as they arise and determine when to report on these actions or escalate issues to the Principal Investigator.
- Prioritize project work and timeline based on multiple demands.

**EMPLOYMENT EQUITY AND ACCESSIBILITY STATEMENT**

Queen’s University invites applications from all qualified individuals. Queen’s is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

The University provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Renee Lupien at [renee.lupien@queensu.ca](mailto:renee.lupien@queensu.ca).

<b>RESEARCH ASSESSMENT QUESTIONS:</b>	YES	NO
1. Is this position technical in nature in a teaching or research lab or lab-related area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Does this position support a research project? If yes, indicate name of the project: <i>Examining palliative care experiences of Indigenous peoples in southeast Ontario</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Does this position report directly to a Principal Investigator (PI)? If yes, indicate name of the PI: Dr. Amrita Roy and Dr. Sarah Funnell	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SIGNATURES: Date

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Incumbent

\_\_\_\_\_  
Manager

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Department Head/Director or Designate