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| cid:image002.jpg@01D27884.FBA81AC0 | **Women’s Health in Women’s Hands****Community Health Centre*****2 Carlton Street, Suite 500******Toronto, Ontario M5B 1J3******Tel (416) 593-7655******Fax (416) 593-5867*****T.T.Y. (416) 593-5835****Website Address: www.whiwh.com**  |

Women’s Health in Women’s Hands (WHIWH) is a community health centre providing primary health care to Black Women and Women of Colour from the Caribbean, African, Latin American and South Asian communities in metropolitan Toronto and surrounding municipalities. We are committed to working from an inclusive feminist, pro-choice, anti-racist, anti-oppression and multilingual participatory framework in addressing the issue of access to healthcare for WHIWH’s mandated priority populations encompassing all the determinants of health caused by gender, gender identity, race, class, violence, sexual orientation, religion, culture, language, disability, immigration status and socio-economic circumstances.

The Centre offers the following opportunity for a professional, motivated and dynamic individual to join the team.

**Coordinator, A/C Study – Toronto Site**

**Contract – Full Time – October 2017 to September 2018**

**Project**

A/C Study: Monitoring trends in the prevalence of HIV, along with associated individual and structural factors, and health system access and utilization among first and second generation African and Caribbean people in Toronto

**Details of the position**

A/C Study is designed to monitor HIV prevalence, incidence, and related individual, structural, and health system determinants among ACB communities in Toronto and Ottawa. A team of researchers, service providers, and community members will implement this study in their respective cities. The Toronto coordinator will report to Wangari Tharao (Director of Research and Programs, WHIWH), and work under the guidance of the Toronto A/C Study Co-PIs and in collaboration with local co-investigators, interviewers, peer recruiters, advisory committees, and community members.

**Purpose**

The primary responsibility is to support the A/C study team to implement the A/C Study survey among ACB communities in Toronto.

**Typical tasks and duties**

***Coordination of study activities across the two sites***

* Organize meetings of research team and associated committees or working groups.
* Monitor timelines
* Implement quality control procedures
* Support applications to relevant Research Ethics Boards and monitor compliance
* Coordinate training of site coordinators and interviewers

***Conduct of Research Project***

* Coordinate the revision process of various study instruments including, the study protocol, guidelines for data security, survey instruments, consent forms, and other various tracking sheets.
* Implement and monitor data collection protocols and procedures
* Monitor compliance with participating organizations’ regulations
* Administer the questionnaire/interviews to participants.
* Periodically monitor key characteristics of study participants to ensure representativeness, and advise on recruitment goals
* Monitor computer data sets and databases, including participant database

***Community Engagement***

* Develop working relationships with interested and relevant stakeholders
* Collaborate with relevant stakeholders involved or interested in A/C Study.
* Promote and publicize A/C Study
* Carry out other community engagement tasks as required.

***Data Analysis***

* Prepare data tables as needed
* Review and summarize data tables as needed, and prepare documentation to support data collection and analysis files

***Project Administration***

* Assist with orientation and training of local site coordinators, interviewers, peer recruiters, and other project staff.
* Maintain physical and electronic filing systems, especially for data management

***Knowledge Translation and Exchange***

* Assist in developing KTE materials and activities;
* Attend and contribute to relevant research and research dissemination meetings

**Knowledge, skills, education and experience**

* University degree in health or related field.
* Experience in community-based research is an asset.
* Experience working with African, Caribbean and Black populations.
* Familiarity with survey implementation and data analysis.
* Strong understanding of HIV-related issues and the social determinants of health among African, Caribbean and Black people in Ontario.
* Demonstrated ability to attend to details, including expertise monitoring timelines and budgets.
* Excellent understanding of the health effects of racism, gender inequality and other forms of marginalization
* Excellent communication skills.
* Ability to work independently and collaboratively within a team setting
* Fully proficient with business software (word processing, spreadsheets, etc.)
* Bilingualism in English and French, spoken and written, is preferred.

**REPORTING:**

This position reports to Wangari Tharao, Director Research and Programs.

The Toronto co-PIs are: Wangari Tharao, Dr Winston Husbands (OHTN);

Dr. Lawrence Mbuagbaw (McMaster University)

**Remuneration: $28.00 per hour plus vacation pay**

**To apply for this challenging opportunity in a dynamic organization please forward your resume and cover letter to:**

**Attention: Hiring Committee: Coordinator, A/C Study**

**Women’s Health in Women’s Hands Community Health Centre**

**2 Carlton St. Suite 500**

**Toronto, ON**

**M5B 1J3**

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***Email:*** ***recruitment@whiwh.com*** ***Fax 647-724-3451***

OPENING DATE: August 17, 2017

CLOSING DATE: 5:00pm September 15, 2017

**We are an equal opportunity employer and we welcome and encourage applications from all qualified candidates.**

**As this project focuses on ACB communities in Toronto, applications from ACB persons with relevant qualifications are strongly encouraged.**

**We thank all candidates for applying, however, only those selected for an interview will be contacted. No phone inquiries please.**

**Accommodation will be provided on request.**