

FNIS-2019 Project Coordinator

The *First Nations/Canadian Incidence Study of Reported Child Abuse and Neglect 2019 (FN/CIS-2019)* is offering a project coordinator position. The successful candidate will work with the FN/CIS-2019 Research Team to oversee a multi-site national study with First Nations child welfare agencies across Canada.

Length of Employment: Full-time position until June 2021

Salary: \$55,000 – \$75,000

Location of Employment: The candidate can be located in the following locations: Toronto, Ottawa, Montreal, Saskatoon, Winnipeg or Calgary

Additional Considerations: The candidate must have the ability to travel and work a variable work schedule.

The responsibilities of the candidate may vary based upon the skills and experience of the successful applicant.

Specific Responsibilities and Functions:

1. Assist with all aspects of the study including instrument design, sampling, enlistment, and agency and worker support.
2. Travel to First Nations agencies across Canada to co-coordinate data collection and dissemination.
3. Help to ensure OCAP principles are reflected in all aspects of the study.
4. Supervise Research Assistants and MSW student placements.
5. Manage ethics reviews for FNIS. This may include study completion report, annual reports and/or amendments to existing ethics approvals.
6. Oversee the budget for FNIS.
7. Manage follow-up study with participating agencies.
8. Carry out administrative duties including preparing expense reimbursements, travel arrangements, and organizing meeting agendas.

Required Skills:

- Master's degree in social work (or a related field) or relevant previous experiences
- Interest in and commitment to working with First Nations communities and researchers.
- Experience and/or interest in child welfare research
- Empathy for child protection workers and the families they serve
- Proficient oral and written communication skills (must submit a sample of writing)
- Excellent problem-solving skills
- Ability to work independently and function as a team member
- SPSS data analysis skills

Preference will be given to Indigenous candidates, and only those offered an interview will be contacted.

**Please send applications by May 17, 2019 to:
Barbara Fallon, barbara.fallon@utoronto.ca**