# Research Assistant

**For information purposes only, this position is located at McConnell Place North**

**PLEASE NOTE THAT THE UNITS MAY HAVE LIVE-IN OR VISITING PETS**

<table>
<thead>
<tr>
<th>POSTING #:</th>
<th>7192-GSRA-PFT</th>
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<tbody>
<tr>
<td>OPENS:</td>
<td>Open until a Suitable Candidate is found</td>
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<tr>
<td>HOURS:</td>
<td>0800 – 1615H</td>
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<td>AVERAGES:</td>
<td>38.75 HOURS / WEEK</td>
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<tr>
<td>SALARY:</td>
<td>$19.12 to $22.49 per hour (Four Step Scale)</td>
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## Job Summary:

Supports the Senior Researcher and applied research throughout CapitalCare through coordination of research projects, Research Unit office management, data collection, data analysis, analysis interpretation and results dissemination. Maintains records on research on behalf of the organization. Performs other related duties as assigned/required.

## Qualifications:

**Education:**
- Bachelor’s degree with course work in statistics or related mathematical skills. An equivalent combination of education and experience will be considered.

**Experience:**
- Research-related experience would be an asset, including the completion of basic research projects and database management, graphics and word processing. Demonstrated project and/or office management or equivalent experience would be an asset. Experience in a continuing care or health care setting, especially related to persons with dementia setting would be an asset. Knowledge of medical terminology would be an asset.

**Skills, Abilities and Personal Competencies:**
- Intermediate working knowledge of Microsoft Office programs is required.
- Follows policies, procedures and regulations of CapitalCare.
- Works independently in the completion of tasks while functioning as a cooperative team member.
- Demonstrates excellent communication and organizational skills.
- Demonstrates well developed interpersonal and problem solving skills.
- Demonstrates an awareness of accident and injury prevention; adheres to safe work practices and procedures and is responsible for maintaining self-wellness and reduced absenteeism.
- Promotes, encourages and demonstrates excellent customer relations and consistently shows courtesy, caring, understanding, compassion and respect to residents, families, visitors, co-workers and volunteers.
- Reports any observed unsafe acts or conditions to the person in charge of the area. Maintains readiness to function in accordance with the fire emergency procedure. Makes recommendations regarding overall departmental safety.

**All new employees to CapitalCare must provide a criminal records check in accordance with the Protection for Persons in Care Act**

Please submit your resume/application indicating the Posting Number to Human Resources, CapitalCare, 500, 9925 – 109 Street, Edmonton, AB, T5K 2J8 or fax: 780.413.4711 or e-mail: careers@capitalcare.net