

Position Title: Research Assistant

Position Type: Temporary Full-Time Contract (12 months)

Start Date: May 26, 2025

Work Shift: 35 hours/week, 9h00-17h00 weekdays

Work Site: Donald Berman Maimonides Centre for Research in Aging
5795 Caldwell Avenue, Cote Saint-Luc, QC, H4W 1W3

Position Summary:

The Centre for Research in Aging is located in the Donald Berman Maimonides Geriatric Centre, a 387 bed CHSLD in Montreal, Quebec. Our research aims to improve the care provided to long-term care residents and persons with dementia. We are seeking a compassionate, highly motivated, and organized individual to join our team. Responsibilities include performing in-person assessments with long-term care residents, staff, and community members as part of research studies being conducted at our centre.

Duties, Responsibilities, and Requirements:

Under the direction of the Director and as part of research studies being conducted at our centre, the successful candidate will:

- Perform one-on-one in-person research assessments with vulnerable long-term care residents;
- Be present in the room during long-term care resident wound care procedures to conduct some of these research assessments;
- Assist in planning, organizing, and facilitating group meetings with members of the community;
- Enter key information into an online electronic data management platform, accessible via a data-enabled electronic tablet;
- Maintain confidentiality of the information retrieved and entered;

Other day-to-day duties will include:

- Contacting, recruiting, and scheduling meetings with study participants for various projects;
- Engaging in literature searches and reviews;
- Developing, implementing, and maintaining research projects;
- Collecting, entering, analyzing, and presenting data for existing and future projects.

Knowledge, Skills, Abilities and Professional Characteristics:

- Mastery of English and French (written and oral)
- Strong social, interpersonal, and ability to build positive relationships
- Demonstrated ability to communicate with older adults and vulnerable populations
- Attentiveness to detail

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- Willingness to learn and to adapt to new situations
- Ability to work independently and as a member of a team
- Ability to organize work load and manage multiple tasks simultaneously in order to deliver expected results and meet deadlines
- Ability to work effectively under pressure while exercising good judgment
- Strong business acumen and phone etiquette

Minimum Qualifications:

- Undergraduate degree in a related to psychosocial/ health sciences (e.g. social work, psychology, nursing, education...)
- Two (2) years of research-related or other relevant work experience
- Experience interviewing individuals on sensitive topics is an asset
- Experience working with vulnerable populations (including long-term care residents or older adults) is an asset
- Must be eligible to work in Canada
- Must be bilingual (English/French)

Important Notes

This is not a CIUSSS/hospital position.

Please send your CV and cover letter by May 1, 2025. Interviews with selected candidates will take place beginning on May 5, 2025. Only a select number of candidates will be contacted for an interview.

Salary Details

- Commensurate with qualifications and experience