

**COMMUNITY RESEARCH ASSOCIATE**  
**FOR**  
**HIV JOURNEY MAPPING PROJECT, UNIVERSITY OF MANITOBA**

**THE POSITION**

Community Research Associate (CRAs) will work with members of the research team to assist with conducting interviews with people living with HIV using a semi-structured questionnaire and with data analysis. The questionnaire includes questions about the participant's experiences living with HIV.

**Reports to:** Gayle Restall & Linda Larcombe University of Manitoba

**Key Responsibilities and Duties**

**RESEARCH ASSISTANT – 80%**

- 1) Conduct interviews with study participants (80%) by:
  - a) Collaborating with the Research Team, community organizations and partners, and peer networks to recruit participants
  - e) Conducting interviews with study participants living with HIV by telephone using a computer
  - g) Completing a representative journey map during each interview
  - h) Attending and providing guidance for study participants at focus group workshops
  - i) Working with the study team to analyze the interview data at team meetings

**TRAINING & COMMUNICATION – 20%**

- 2) Participate in job training (10%) by:
  - a) Attending a 1-2 day CRA a training session that will be held virtually
  - b) Completing additional on-line training (Tri Council Policy Statement 2: Course on Research Ethics, and refresher sessions held virtually, University of Manitoba Researcher Privacy (PHIA & FIPPA)
  - c) Engaging in self-learning before and after each training phase
  - d) Becoming familiar with research related materials (e.g., consent form, questionnaires and the study protocol)
- 3) Collaborate with all members of the research team (10%) by:
  - a) Participating in regular study team meetings to discuss interview-related issues and to support fellow CRAs
  - b) Seeking advice and support from the project team leaders when needed and respond to requests from the project team leaders in a timely manner
  - c) Returning all completed study materials to the Principal Investigator or designate (e.g., consent forms, honorarium receipts)
  - d) Communicating with participants, team members and community partners in a respectful and professional manner
- 4) Maintain confidentiality of all research related information in accordance with PHIA and FIPPA legislation and the study protocol.
- 5) Other duties as assigned

## **QUALIFICATIONS**

**MINIMUM FORMAL EDUCATION/TRAINING REQUIRED:**  
Grade 12 or Equivalent.

### **EXPERIENCE:**

HIV-positive individuals from traditionally marginalized or silenced communities are encouraged to apply, including men who have sex with men, lesbian, bi, queer and transgendered people; racialized and Indigenous communities; and other individuals from groups who have been historically under-represented in health research.

1. Intimate understanding of the experience of living with HIV
2. Past experience and/or interest in research
3. Past experience and/or interest in working with HIV positive peers
4. Minimum of 1-year experience working in a formal employment or volunteer capacity with an HIV-related organization.

### **SKILLS:**

5. Basic computer skills (e.g., comfortable using a computer, typing, sending emails, and accessing the internet);
6. Effective oral and written communication skills
7. Average (or above) literacy skills (e.g., reading, comprehension, writing)
8. Excellent time management and organizational skills

### **ABILITIES:**

1. Ability to consistently demonstrate compassion and understanding towards issues related to diversity, inequality, stigma and discrimination, and the needs of people living with HIV
2. Ability to work as part of a diverse team
3. Ability to demonstrate sound judgement in stressful situations
4. Flexibility in working hours
5. Fluency in English

### **OTHER JOB-RELATED QUALIFICATIONS THAT MAY BE PREFERRED:**

1. Passionate about learning
2. Passionate about creating positive change for northern First Nation people living with HIV
3. Understanding of the impact of HIV on people's wellbeing