

## **Job Posting**

### **Community Oral Health Research Coordinator (COHRC)**

The Faculty of Dentistry at the University of Toronto is looking for a motivated individual to assist with a study entitled “*Nishtam Niwiipitan (My First Teeth): A Multi-Pronged Approach for Improving Mother and Child Oral Health in Aboriginal Communities*” to be carried out in on-reserve and urban First Nations and Métis communities in Ontario and Manitoba. The study aims to work collaboratively with the partnering communities and healthcare delivery organizations to strengthen the effectiveness and scalability of a multi-faceted early childhood caries (tooth decay) preventive intervention, consisting of oral health anticipatory guidance, delivered by means of motivational interviewing to parents and caregivers, and fluoride therapies for their infants and toddlers.

#### **JOB SUMMARY**

The Community Oral Health Research Coordinator (COHRC) will be responsible for coordinating the local aspects of the study as well as liaising with other members of the study team and with the community partners. The COHRC will organize focus groups and interviews with stakeholders and transcribe the audio recordings from the focus groups discussions and interviews, assist with the writing of manuscripts and reports arising from the research activities, and give presentations about the study to community groups/stakeholders. The COHRC will also receive training in basic counselling techniques and fluoride varnish application and will deliver these interventions to the study participants.

#### **Key duties include:**

- Participate in training and conference calls as needed
- Organize focus groups and key informant interviews
- Transcribe audio recordings of focus groups and interviews and assist in coding the recordings
- Conduct literature searches and summarize the findings from the searches
- Coordinate participant recruitment and enrolment in the study
- Administer questionnaires to study participants
- Deliver oral health anticipatory guidance by means of motivational interviewing to study participants
- Apply fluoride varnish on participant children’s teeth
- Schedule appointments and facilitate links with dental staff
- Enter data collected through questionnaires in Excel spreadsheets
- Prepare and deliver PowerPoint presentations to stakeholders
- Contribute to the preparation of progress reports and/or the final report to funding agency/communities
- Contribute to the preparation of presentations, executive reports, or other knowledge translation (KT) materials related to the study
- Contribute to the preparation and submission of manuscripts

- Communicate with the study investigators and the Study Advisory Committee on an ongoing basis
- Travel between research sites may be required in some communities

## **QUALIFICATIONS AND SKILLS**

- Experience working with Aboriginal communities in a manner consistent with Aboriginal principles of self-determination in research
- Effective oral and written communication skills
- Strong interpersonal skills and community leadership capacity
- Excellent time management and organizational abilities
- Basic computer skills (Word processing and data entry in Excel specifically)
- Ability to work independently
- Flexibility to travel for training and community research visits
- Background in dentistry, dental hygiene, dental therapy, dental assisting, Indigenous health, maternal and child health, public health, health promotion, nursing, midwifery, mental health, social work, or other health-related fields preferred
- A valid driver's license and access to a vehicle may be required in some communities

This position is available on a full-time or part-time basis for six months. The hourly rate for this position is \$26.00.

## **HOW TO APPLY**

Contact Dr. Herenia P. Lawrence via e-mail at [herenia.lawrence@dentistry.utoronto.ca](mailto:herenia.lawrence@dentistry.utoronto.ca) with your résumé and two references.

## **APPLICATION DEADLINE**

Applications will be accepted until January 31, 2018 (**extended to February 16, 2018**).

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from Indigenous / Aboriginal People of North America, racialized persons / persons of colour, women, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.