

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described <input type="checkbox"/>		
POSITION DETAILS:		Position Title: RESEARCH ASSISTANT, YOUTH MENTAL HEALTH		
Division:	Disability	Department:	Brain and Behaviour	
Position reports to: (role)	Dr Ashleigh Lin			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
The YODA-F (Youth Depression Alleviation – Fish oil) Trial is a multicentre clinical trial to test whether omega-3 fatty acids combined with cognitive-behavioural case management are an effective treatment for young people with moderate depression. The role is support the recruitment and assessment of young people in the trial at headspace in Midland.				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

Research / Client Contact	60%	<ul style="list-style-type: none"> • Conduct clinical assessments of young people with depression and other mental health concerns • Ensure a priority is placed on confidentiality and sensitivity • Successful engagement and recruitment of a cohort of participants into the trial • Recruiting and retaining the involvement of participants throughout the trial • Building and retaining a professional rapport with participants 	<ul style="list-style-type: none"> • Program activities are completed in a timely manner • Program activities are of a high quality • Recruitment and retention of participants • A high level of professionalism and respect for privacy and sensitive issues 	<ul style="list-style-type: none"> • Feedback from internal stakeholders • Feedback from external stakeholders • Quality of delivery • Timeliness of delivery • 100% compliance of research activities
Data management	20%	<ul style="list-style-type: none"> • Accurate and confidential management of participant data • Accurate entry of data into online database • Compliance with data requirements and reporting 	<ul style="list-style-type: none"> • Correct management of data in line with requirements • Timely entry of data into online database 	<ul style="list-style-type: none"> • Feedback from trial monitor

Coordination	20%	<ul style="list-style-type: none"> • Close communications with the clinical teams to ensure the success of the trial • Communicating and coordinating with all stakeholders across the program including youth mental health providers, clients, trial unit, internal staff and other stakeholders as required • Organisation of program events and meetings as required 	<ul style="list-style-type: none"> • Well written communications • Contributing to a successful trial and program • Organisation of events are well coordinated 	<ul style="list-style-type: none"> • Feedback from stakeholders • Well communicated and coordinated activities
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ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> • Undergraduate degree in a health science. In particular, this role would suit applicants with psychology, nursing, or public health qualifications.
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Experience working with young people and people with mental health issues • Research experience • Highly developed interpersonal communication skills, including demonstrated ability to work with and connect with young people and mental health professionals • Demonstrated experience in building relationships and working collaboratively with key stakeholders at various levels • Well-developed computer literacy (MS Office suite) • Demonstrated ability to set goals, manage multiple priorities and meet deadlines • Strong attention to detail and written communication skills • Ability to work independently as well as part of a multi-disciplinary team • Ability to work with and respect diverse peoples, including Aboriginal, culturally diverse and gender diverse people

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Training and experience in phlebotomy will be well regarded

Skills, Knowledge & Experience:

- Experience conducting clinical assessments or interviews with people with mental health issues
- Experience in clinical trials
- Experience working with clinical teams in a clinical or research context

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- NA

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

1

No. of indirect reports

0

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Head, Autism Research

Immediate level of supervision

Research Fellow

Other roles reporting to immediate supervisor

Research Assistant

Research Assistant

Direct reports (role x no.)

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

Current drivers licence and a willingness to drive within the metropolitan area is essential for this role. Reimbursement is provided.

This position is based at headspace in Midland.