

# HQ

## HQ RESEARCH ASSISTANT

790 Bay

Reports to:	Medical Director and Mental Health Director
Status:	Permanent, full-time
Expected start date:	Immediately
Location:	790 Bay Street, Toronto, ON
Salary:	\$45,000 - \$55,000

## About Us

HQ will be a centre of excellence in gay men and transgender health, providing tailored sexual health services, mental health services, and social programming. It will provide an accessible, safe, welcoming space for all cis men who are into guys and transgender and non-binary people regardless of age, race, ethnicity, gender identity, sexual orientation, HIV status, socio-economic status, immigration status or disability. It will provide comprehensive, holistic services that empower clients and promote their physical, sexual, mental, emotional, community and spiritual/social well-being.

HQ will provide:

- Innovative, supportive STBBI testing (e.g. HCV, HIV, syphilis, CT/GC) and treatment programs, plus walk-in “express testing”, that make it fast and easy for patients to get the testing services they need
- Immediate access to PrEP, PEP, rapid HIV treatment as well as counselling, warm referrals and linkage to culturally friendly primary care services in the community (including ongoing care as needed they are linked to other services)
- Evidence-based group and individual mental health services on site, as well as warm referrals and linkage to other mental health and substance-use services in the community
- Harm reduction centred programming and supplies
- Sober, non-sexual social and cultural programming that empowers all cis men who are into guys and trans people, builds community, and reduces loneliness and social isolation
- Community, social and spiritual programs, such as queer sports leagues and social organizations, and queer-friendly spiritual organizations
- Access to other health and social programs (e.g. referrals to housing services, employment services, adoption services, income supports, insurance and drug benefits).

At HQ, we will work collaboratively with stakeholders and communities to promote health equity, through community engagement, and equitable access and participation in the centre’s programs.

## About the Role

### Major Responsibilities:

- Conduct literature searches to inform new grant applications and funding proposals
- Work closely with management to prepare and submit documents for research ethics approval
- Follow confidentiality and privacy protocols to safeguard participant data
- Draft study protocols for implementation and evaluation

- Recruit participants by explaining study and obtaining consent
- Prepare for and attend project meetings with research team and HQ directors
- Coordinate research process, including managing requests and drafting progress reports to funders and management
- Use data from research team to draft reports to share progress and preliminary results to management
- Other duties as assigned

## ABOUT YOU

- Bachelors degree or equivalent experience
- Experience in a clinic or health care research setting
- Strong interpersonal skills, ability to communicate clearly and effectively when engaging with potential study participants
- Excellent organizational skills required, including an ability to prioritize a varied and busy workload and work with tight deadlines
- Ability to work independently with minimal supervision, as well as in a team environment
- Effective decision-making skills, and the ability to promote and foster teamwork
- Experience in settings that provide services to 2 Spirit, gay, bisexual, queer, cisgender men who have sex with men, as well as transgender and non-binary people is an asset

## How to Apply

If you are interested in this position, please use the position title as the subject line and attach your cover letter and resume as a single PDF/Word file in an e-mail to [careers@hqtoronto.ca](mailto:careers@hqtoronto.ca)

**APPLICATION DEADLINE: Wednesday - July 18th, 2022**

We would like to thank all applicants in advance for their interest in HQ, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

**All new HQ employees are required to be fully vaccinated against COVID-19 as a condition of employment in accordance with HQ's vaccination policy, unless they are exempt on the basis of medical or other grounds pursuant to the Ontario Human Rights Code. Successful applicants will be required to provide proof of vaccination or proof of a documented medical exemption as part of the hiring process.**

HQ is committed to employment equity, a just workplace and the greater involvement and meaningful engagement of LGBTQ2S people in all that we do. We encourage applications from people with culturally diverse backgrounds and from people within the LGBTQ2S community.

We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the recruitment process, we will work with you to meet your needs.