



BRITISH COLUMBIA  
CENTRE for EXCELLENCE  
in HIV/AIDS

**Clinical Research Associate with the AESHA and SHAWNA Projects  
BC Centre for Excellence in HIV/AIDS  
Gender and Sexual Health Initiative**

*Please note:* Only Canadian citizens, legal residents, or residents with a legal work permit will be considered.

**STATUS:** Part-time/full-time; work hours from 9 a.m. to 6 p.m.

**JOB START DATE:** As soon as possible.

**SALARY:** Commensurate with qualifications and experience.

**LOCATION:** Gender and Sexual Health Initiative, part of the BC Centre for Excellence in HIV/AIDS, Vancouver, BC.

**ORGANIZATION:** The BC Centre for Excellence in HIV/AIDS (BC-CfE), a non-union environment, currently employs a team of Statisticians, Programmers, Data Managers, Clinical Research Assistants, Data Analysts and Data Entry Clerks who work collaboratively on cohort-based epidemiological and clinical studies. The BC-CfE is a world-renowned HIV/AIDS Research Centre including Research Laboratory, Clinical Trials, Drug Treatment Program, Epidemiology, and Professional Education programs.

**JOB:** Works with community-based sexual health and HIV/AIDS research team under the direction of the Principal Investigator(s), Research Coordinator, and Assistant Coordinator. Performs interviews, pre- and post-test counselling for STIs and HCV, HIV monitoring. Provides support in education, follow-up, and outreach with marginalized women and trans individuals living with HIV, including Indigenous, refugee, and im/migrant women. Assists in the organization, implementation, and execution of clinical research-related activities for two longitudinal cohorts: An Evaluation of Sex Workers Health Access (AESHA) and Sexual Health and HIV/AIDS Women's Longitudinal Needs Assessment (SHAWNA). For more information on the projects, please visit our website at [www.gshi.cfenet.ubc.ca](http://www.gshi.cfenet.ubc.ca).

**DUTIES:**

- Conducts clinical research in a community-based research project (SHAWNA)
- Day-to-day operations including administering questionnaires and detailed clinical research charting (e.g., medical records, client charts)
- Collects back-up source documentation as required, in consultation with participants
- Confers with prospective participants to explain purpose of study and obtain informed consent, including screening of prospective participants to ensure they meet eligibility criteria
- Conducts pre- and post-test counselling for STIs and HCV, HIV monitoring (viral load and CD4) and obtains self-swabs, urine, and blood samples from participants
- Provides education, support, and referral to health and support services, including follow-up linkages and accompaniment as needed
- Explains procedures and/or treatment plans (e.g., for STIs) to support women living with HIV
- Initiates/coordinates laboratory procedures and treatments, as needed
- Conducts weekly outreach (by vehicle, foot, or phone) to follow up on test results, treatment, and linkage to care
- Works closely to refer to health providers, clinics, and support services (e.g., peer-based programs)
- Confers with other health care professionals and social service providers as necessary (e.g., housing providers, HIV service providers, general practitioners)
- Updates and maintains research databases and source document worksheets (e.g., checklists, participant visits)

- Maintains a filing system and appropriate record keeping and clinical research charts
- Contributes to ongoing research participant recruitment and outreach efforts
- Assists in tracking efforts to bring participants back for follow-up interviews and/or testing
- Maintains strict confidentiality related to participant identification and release of research data
- Keeps the Principal Investigators, Research Coordinator, and Assistant Coordinators informed of any study-related problems or trends in research data
- Travels to other locations for outreach and interviews, including community clinics, workspaces, and housing programs
- Other duties as appropriate

**CANDIDATE PROFILE:** STI certification and completion of a phlebotomy course or extensive experience conducting blood draws is necessary. Current RN licence/BScN is an asset. The candidate must be willing to conduct nursing activities as well as research-related tasks in environments such as vehicles, individuals' homes, or other comfortable and accessible spaces for research participants. A valid class 5 BC driver's licence and comfort operating a vehicle is an asset.

**QUALIFICATIONS:**

- Minimum experience of two years working in a busy clinical health care setting
- STI certification
- Knowledge and skill in recruiting and screening prospective study participants
- Knowledge and skill in the techniques, procedures, and principles for the collection of blood and urine samples (e.g., STIs)
- Demonstrated knowledge of medical terminology, completion of research questionnaires, review and collection of data from charts, and record maintenance
- General computer skills including database use, data entry, report retrieval
- Excellent oral and written communication skills
- Ability to work independently and within a multidisciplinary team of peer research associates, interviewers, and clinical research associates with diverse experiential assets, including living with HIV
- Knowledge and skills to work with diverse community collaborators, service providers, and other stakeholders
- Some flexibility in day and early evening hours to support outreach and recruitment of study populations

**ASSETS:**

- Current RN licence/BScN
- Valid class 5 BC driver's licence
- Expertise in gender, sexual and reproductive health, and HIV/AIDS and marginalized populations
- Knowledge and experience in HIV treatment and care
- Experience working with women living with HIV
- Experience in community-based organizations and/or community-based research
- Lived experience with HIV

**Included in your letter of submission:**

- Curriculum vitae
- Cover letter describing relevant experience, qualifications, and interests

Submission material must clearly identify the candidate in the file name (e.g., label your cover letter submissions as "FIRST INITIAL\_LAST NAME\_CV")

**CONTACT:** Sarah Moreheart at [smoreheart@cfenet.ubc.ca](mailto:smoreheart@cfenet.ubc.ca)

Note: Applications received without a cover letter will **not** be considered. The BC-CfE is an equal opportunity employer. GSHI is committed to GIPA/MIPA principles.

**APPLICATION DEADLINE:** Applications will be reviewed until position is filled. Only candidates selected for an interview will be contacted.