The Canadian Mental Health Association is a nation-wide, non-profit organization that promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness. CMHA Toronto is a leader and advocate in community mental health providing a wide range of services across Toronto including research and evaluation. Through a program of applied research, CMHA Toronto supports the community mental health and addictions sector by advancing understanding of the service needs of persons with lived experience of a mental illness and effective interventions that address these needs. We are currently seeking a Research Analyst for our research initiative.

The Research Analyst reports to the Director of Research and Evaluation and will provide analytic expertise. The role entails working with large datasets for research studies and undertaking a scoping review of the research and grey literature related to performance measurement of mental health and addiction services.

**Duties/Responsibilities**

Responsibilities of the position include, but may not be limited to:

- Conducting scoping literature review related to performance measurement of community mental health and addiction services
- Extracting, cleaning, coding and managing large datasets related to community mental health and addictions services
- Conducting data analysis and reporting for research projects independently or in collaboration with research team members based on the project analysis plan
- Preparing and reviewing analytic outputs and interpreting results for scientific and nonscientific audiences
- Producing reports, documents and presentations
- Assisting with manuscript writing and editing for peer-reviewed publications in collaboration with PI.

**Qualifications**

- MSc. in biostatistics, statistics, epidemiology, or related field
- At least 2 year experience cleaning and analyzing large administrative datasets; experience with health datasets is preferred
- Quantitative data skills related to the analysis of administrative datasets using statistical software packages (SPSS and/or STATA)
- Advanced proficiency in SPSS and/or STATA required; proficiency in other data management tools (e.g. R, SAS) an asset
- Advanced knowledge of statistical analytical techniques including modelling with nested and longitudinal data
- Prior experience completing scoping or systematic reviews
- Knowledge of mental health and addiction conditions and/or community mental health services is an asset
- Fundamental understanding of epidemiology principles is an asset
- Technical proficiency in MS Office Suite (Access, Excel, Word, PowerPoint);
- Able to work independently with demonstrated initiative and self-direction
- Demonstrated attention to detail
- Capable of working on multiple projects and producing quality work under tight timelines

Salary Range: $63,514 – $78,775 (35 hour work week)

CMHA Toronto is a member of the Healthcare of Ontario Pension Plan (HOOPP).

Please submit resume by May 13, 2020 by 5:00pm to Director, Research and Evaluation, Canadian Mental Health Association – Toronto Branch, e-mail: work@cmha-toronto.net. Please type Research Analyst in the subject line of email. Only those candidates selected for interviews will be contacted.

The Canadian Mental Health Association is an equal opportunity employer and encourages applications from equity seeking groups’ including qualified individuals with personal experience of the mental health system. If you are contacted by our offices regarding a job opportunity please advise prior to the interview should you require any accommodation.