

# JOB DESCRIPTION

<b>Position Title</b>	<b>Casual Research Assistant - LiLO</b>	<b>Level</b>	<b>A</b>
<b>Reports to (role)</b>	Project Manager - LiLO		
<b>Team</b>	Child Health, Development and Education		
<b>Location</b>	Bunbury, WA		

## PURPOSE OF POSITION

*Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.*

Supporting the Study Manager, this role will help recruit study participants, administer tests, collecting data, encourage participation and collaborating with stake holders across Australia.

## KEY RESPONSIBILITIES

*A maximum of 5 primary responsibilities for the position*

*List in order of importance*

*Workplace Safety is mandatory for all Job Descriptions*

<b>Key Responsibilities</b>	<b>Tasks required to achieve Key Responsibilities</b>	<b>Measures</b>
<b>Recruiting study participants</b>	<ul style="list-style-type: none"> <li>• Visiting immunisation clinics and other sites to recruit participants to the study</li> <li>• Communicating with participants via their preferred method to ensure engagement over the length of the study (5 years)</li> <li>• Entering participant information accurately into database</li> <li>• Distributing participant incentives accurately and in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback received from study participants and stakeholders</li> <li>• Low attrition rates</li> <li>• Participants receive incentives at designated milestones</li> </ul>

<b>Conducting home visits to test and collect data</b>	<ul style="list-style-type: none"> <li>• Communicating in a friendly and sensitive manner with study participants</li> <li>• Conducting language testing according to test instructions</li> <li>• Recording test results neatly and accurately</li> <li>• Collecting LENA t-shirts and digital language processors (DLPs)</li> <li>• Adhering to <i>Home Visit Protocol</i> at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Low attrition rates</li> <li>• Test data is clean and reliable</li> <li>• LENA equipment loss is avoided</li> </ul>
<b>Scoring language and development tests</b>	<ul style="list-style-type: none"> <li>• Scoring language and developments tests</li> <li>• Entering the data from all test and questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>• Test results are reliable</li> <li>• Reliable data is available in database at each milestone</li> </ul>
<b>Maintaining equipment and supplies</b>	<ul style="list-style-type: none"> <li>• Washing LENA clothing</li> <li>• Posting DLPs and hard copy questionnaires back to team in Adelaide</li> <li>• Monitoring equipment and supply levels to give study manager plenty of notice when requiring more stock.</li> </ul>	<ul style="list-style-type: none"> <li>• DLPs are ready to go when visits begin</li> <li>• Data files are usable</li> <li>• LENA jackets are ready to go when visits begin</li> </ul>
<b>Workplace Safety</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work.</li> <li>• Identify and assess workplace hazards and apply hazard controls.</li> <li>• Report every workplace injury, illness or near miss, no matter how insignificant they seem.</li> <li>• Abide by Telethon Kids Institute policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibilities are embedded in work practices.</li> <li>• Hazards are effectively managed or reported.</li> <li>• Accidents and incidents are reported in a timely manner.</li> <li>• All applicable safety policies and procedures are sought, understood and implemented.</li> </ul>

## ESSENTIAL CRITERIA

<p><b>Qualifications:</b> <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i></p>	<p>An undergraduate qualification in psychology, public health, allied health profession, nursing or a related degree.</p>
<p><b>Essential Skills, Knowledge &amp; Experience:</b></p>	<p><b>Technical skills:</b>            Attention to detail and ability to follow instructions            Ability to organise and plan work according to agreed priorities            Ability to work independently from a home office and/or on the road            Ability to navigate using a map or GPS</p> <p><b>Personal attributes:</b>            Strong interpersonal skills, especially the ability to interact effectively with young children (0–5 years) and families            Willing to learn and engage in self-reflection</p> <p><b>Other:</b>            Current drivers' license and use of a privately owned, roadworthy vehicle for work-related travel during business hours            Working with Children check</p>

<p><b>DIRECT REPORTS</b> <i>List by job title any positions to be supervised by this role</i></p>	<p>None</p>
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<p><b>Approved by:</b></p>	<p>Mary Brushe</p>
<p><b>Date approved:</b></p>	<p>18/3/19</p>
<p><b>Reviewed by P&amp;C:</b></p>	<p>18/3/19</p>