

JOB DESCRIPTION



Position Title	Full-Time Research Assistant – LiLO	Level	A
Reports to (role)	Project Manager - LiLO		
Team	Child Health, Development and Education		
Location	Adelaide, South Australia		

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

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Recruiting study participants	<ul style="list-style-type: none"> • Visiting playgroups, libraries, immunisation clinics and other sites to recruit participants to the study • Communicating with participants via their preferred method to ensure engagement over the length of the study (5 years) • Entering participant information accurately into database 	<ul style="list-style-type: none"> • Positive feedback received from study participants and stakeholders • Low attrition rates

Conducting home visits to test and collect data	<ul style="list-style-type: none"> • Communicating in a friendly and sensitive manner with study participants • Conducting language testing according to test instructions • Recording test results neatly and accurately • Collecting LENA t-shirts and digital language processors (DLPs) • Adhering to <i>Home Visit Protocol</i> at all times • Distributing participant incentives accurately and in a timely manner 	<ul style="list-style-type: none"> • Low attrition rates • Test data is clean and reliable • LENA equipment loss is avoided • Participants receive incentives at designated milestones.
Scoring language and development tests	<ul style="list-style-type: none"> • Scoring language and developments tests • Entering the data from all test and questionnaires 	<ul style="list-style-type: none"> • Test results are reliable • Reliable data is available in database at each milestone
Maintaining equipment and supplies	<ul style="list-style-type: none"> • Uploading the audio files • Recharging the DLPs • Managing the data files • Cleaning LENA jackets when required 	<ul style="list-style-type: none"> • Audio files are available when required • DLPs and jackets are ready to go when visits begin • Data files are useable
Workplace Safety	<ul style="list-style-type: none"> • 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. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

<p>Qualifications: <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>Essential Skills, Knowledge & Experience:</p>	<p>Technical skills: 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>Personal attributes: 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>Other: Current drivers' license and use of a privately owned, roadworthy vehicle for work-related travel during business hours Working with Children check</p>

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