



# PLANNING, PROGRAMMING AND RESEARCH OFFICER

## AGENT DE PLANIFICATION, DE PROGRAMMATION ET DE RECHERCHE

[Dr. Agnès Berthelot-Raffard](#) (School of Health Policy and Management, York University), is seeking a Planning, Programming and Research Officer (part-time) for one of her research and intervention projects: [Promoting Black students' Mental Health: A Pan-Canadian Research and Intervention Project on Social Determinants of Health and Equity in Canadian Universities](#).

**Position Overview:** The incumbent provides professional support for the development of services. He/she conducts research and educational content development (psycho-educational workshops) necessary for the implementation of the intervention component of the project. He/she determines and evaluates needs and resources based on the project's objectives, work plan, evaluation and performance measurement plan within the objectives and standards of the program through which the project is funded. The Planning, Programming and Research Officer also designs and proposes development plans to ensure proper planning of the activities in the work plan. He/she provides advice on the implementation or improvement of programs and services. He/she may also participate in various training activities.

**Position Duties:** Under the supervision of the Principal Investigator, the incumbent is responsible for the following roles and responsibilities:

### Educational design in psychoeducation (80%)

- Conducting literature searches on topics related to psycho-educational workshops and Black community mental health to define, organize, and inform the content of deliverables.
- Developing resource materials in a variety of formats in order to demystify mental health issues and to promote positive Black students' mental health.
- Developing resource materials to promote "culturally appropriate care" to mental health and counselling workers, particularly those working on campus.
- Designing educational resources for workshops for Black students (training booklet, learner handouts).
- Creating and designing appropriate reference and training tools on how to implement support groups to ensure that ongoing and consistent resources are available to Black students and stakeholders after the project ends.

### Support for the implementation of culturally competent care (20%)

- Planning and organizing the rollout of activities related to the intervention portion of the project.
- Identifying and assessing the current strengths and challenges of campus mental health services as they relate to culturally competent mental health and intervention services.
- Working closely with the project's community partners to develop strategies to build their capacity to integrate mental health promotion in their communities, implement changes.
- Developing and enriching a network of partners within Canadian universities (campus mental health services) to support the implementation of future changes that the project aims to achieve, including the implementation of "culturally appropriate" mental health services to students from Black communities based on the model that the project will deploy.
- Providing with professional assistance, collaborating on research on best practice models as needed and resourced.

- Facilitating workshops design for Black students and meetings with the project's pilot practitioners as needed.

**Requirements:** the ideal applicant must:

**Education and Experience:**

- **Hold minimally a master's degree** in a relevant field such as health sciences, psychology, counseling, psychoeducation, health promotion, health administration, or any other relevant field such as applied humanities.
- **Three years of relevant experience** in planning or programming, program implementation, project management related to health promotion, mental health, or educational or psycho-educational design in an academic or community setting.

**Knowledge and Skills:**

- **Have basic knowledge of social and health issues** and/or social determinants of mental health.
- **Have developed knowledge/skills in health promotion of marginalized and racialized groups.**
- Have knowledge of Black cultures and socio-determinants of Black communities and/or relevant life experience that provides a clear understanding of project issues.
- Possess excellent communication skills in French both in writing and in presentations while being fully capable of working in an English-speaking work context.
- Demonstrate critical thinking, analytical and synthesizing skills, and planning abilities.
- Significant experience in teaching, adult education or community outreach is an asset for this position.
- **Demonstrate a strong professional ethics** (respect for confidentiality of exchanges, methods, and processes; sense of priorities, punctuality, respect for deadlines, maturity in professional posture).
- Knowledge of Microsoft computer applications (e.g., Word, Excel, PowerPoint, SharePoint).
- Knowledge of document database management software.

**Job conditions:** The position is scheduled to start on October 31, 2022 and run until March 31, 2023 (renewal possible). The position is part-time (15 hours per week) at an hourly rate between \$28 and \$32 (depending on experience) plus 4% compensation for paid vacations.

**To apply:** send your CV + a letter as well as the names and contact information of professional referees to [bhdjlab@yorku.ca](mailto:bhdjlab@yorku.ca) specifying the **job number: PPR 2022** in the subject line of the email. **The deadline to apply is October 10, 2022.**

Shortlisted candidates will be called for an interview and tests during the week of September 12, 2022.

*For this position, priority will be given to a French-speaking person (or a person with a high level of French). This francophone person should have a very good level of English to be able to follow meetings with partners across Canada. Given the nature of the project, with equal qualifications, priority will also be given to hiring an Afro-descendant who have scholarly knowledge of the mental health of Black communities.*