



Young Adult
Mental Health
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Evaluation Assistant (0.5 FTE)

Start Date: December 7, 2020

End Date: May 14, 2021

Posting Closes: November 19, 2020, 11:59pm

This position is part time (20 hours/week) for 23 weeks. There may be an opportunity to extend.

Position Description:

Stella's Place is a community-based mental health organization for youth and young adults aged 16-29 years. Our supportive approaches and interventions strive to not only position but empower these individuals in the 'driver's seat' of their own healing and recovery. We have a range of services made available through our brick and mortar space, through partner organizations, and online through our E-mental health apps. We are developing and testing innovative support approaches to effectively serve youth and young adults, and to increase the capacity of the youth/young adult-serving mental health sector. We are contributing to the evidence base of best practices supporting young adult mental health and wellness, and demonstrating the impact of our prototype model of leading-edge service delivery.

Located in the Research and Evaluation Department, and working collaboratively with stakeholder teams at Stella's Place, the Evaluation Assistant will carry out key activities for an evaluation of Bean Bag Chat (BBC). The evaluation will include an implementation and an outcome evaluation. The broad goals of this work is to advance evidence of program efficacy and program materials in preparation for scaling and full research study of BBC as a mental health chat support app for young adults. The Evaluation Assistant will carry out all implementation evaluation activities, including the development of qualitative and output measures, recruitment of key informants, data collection, and analysis. The Evaluation Assistant will lead the preparation of a technical report and contribute to a manuscript for publication. Additionally, the Evaluation Assistant will collaborate with the Young Adult Council (YAC) and staff at Stella's Place to develop a project Knowledge Mobilization (Kmb) plan.

Key Duties and Responsibilities:

- Establish good working relationships with Stella's Place staff, program participants, and Young Adult Council (YAC) members;
- Collaborate with stakeholder groups at Stella's Place, including program teams and the YAC, to develop a project Knowledge Mobilization (Kmb) plan;
- Collaborate with the Bean Bag Chat (BBC) Program Manager to identify and analyze program outputs;
- Develop qualitative interview guides, recruitment scripts and procedures, consent forms, and related materials for the implementation evaluation;



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- Work with the Director of Program Operations, Peer Initiatives Manager, and Peer Supporters to recruit key informants for the study;
- Disburse honoraria to program participants;
- Transcribe interviews and conduct thematic analyses;
- Prepare a technical report and manuscript for publication;
- Present to various stakeholder groups, including the all-staff team and the YAC;
- Administer key project tasks including scheduling team meetings, setting agendas, recording meeting minutes, and assisting with project monitoring;
- Attend regular supervision meetings with the Research and Evaluation Manager; and,
- Carry out any additional responsibilities as assigned by the Research and Evaluation Manager and/or Director of Program Operations.

Required Skills and Competencies:

- Master's degree or equivalent experiences in the social sciences or work, with strong knowledge of youth/young adult mental health sector in Toronto and key social issues;
- Experience with implementation evaluation and with qualitative data collection (e.g., surveys, key informant interviews, focus groups, etc.);
- Advanced knowledge of ethics and related processes in community-based research and evaluation, including personal health information data storage, preserving participant privacy and confidentiality, etc.;
- Strong knowledge of qualitative and quantitative evaluation methods;
- Experience with Microsoft Excel and Google Sheets;
- Excellent verbal and written communication skills;
- Strong ability to work independently and as part of a team;
- Strong attention to detail;
- Demonstrated diversity and cultural competence; demonstrated understanding of Anti-Oppressive Practice and the impact of oppression and social determinants of health; and,
- Vulnerable Sector Screening required.

Diversity, equity and accommodation

Stella's Place is committed to having a workforce that is reflective of the diversity of the City of Toronto in general and of our participants in particular. We strongly encourage applications from racialized persons, indigenous persons, persons with disabilities, persons of diverse sexual orientation, gender identity and gender expression and all those who can provide and contribute to diversification of perspective at Stella's Place.

Stella's Place is committed to hiring practices that are inclusive and barrier free. Stella's Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair



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assessment of all job applicants. Applicants are asked to make any accommodation request in advance.

YOUR APPLICATION:

Interested and qualified candidates are invited to submit their cover letter outlining your interest in working with Stella's Place (along with a detailed résumé) to careers@stellasplace.ca with subject: Evaluation Assistant Position.

We thank all candidates for their interest. We regret that only those selected for an interview will be contacted.