**Trial Coordinator position for *Scaling Up Psychological Treatments for Perinatal Depression and Anxiety Symptoms via Telemedicine***

**POSITION OVERVIEW**

 The Department of Psychiatry at Mount Sinai hospital welcomes applications for a Trial Coordinator to work on a project that endeavors to implement and evaluate the delivery of a brief, evidence-based, psychological treatment of behavioural activation for perinatal depression and anxiety. This project is funded by the [Patient-Centered Outcomes Research Institute (PCORI).](https://www.pcori.org/research-results/2018/scaling-psychological-treatments-perinatal-depression-and-anxiety-symptoms#.XO1YTKVZEvo.twitter) The Trial Coordinator reports to the Principal Investigator.

As a member of the research team, the Trial Coordinator will collaborate with Investigators and the health care team in the coordination of the clinical trial. Under the direction of clinical investigators, the Trial Coordinator will manage and implement the recruitment, team members and data collection for the trial.

**DUTIES AND RESPONSIBILITIES**

* Oversee the implementation of a large, multi-site trial; participate in ongoing patient recruitment, team meetings, staff trainings, etc.
* Oversee participant recruitment and data collection at all study sites
* Assist to supervise a large team of research staff.
* Collaborate with the Project Administrator to write progress reports, manage budget and ethics submissions (CTO) as needed
* Provide (shared) on-call management coverage
* Develop and compile program evaluation information and statistics
* Conduct regular meetings with Principal Investigator(s) and research study team to communicate up-to-date information on the progress of the study/ project

**SKILLS/QUALIFICATIONS**

* Successful completion of a Ph.D in a relevant field (psychology, psychiatry, public health, epidemiology, social work) or relevant discipline required, or demonstrated equivalency in education and experience.
* Must have previous experience in conducting large multi-site trials. Preference given to those who have worked on intervention studies in the general study of behaviour change.
* Minimum 5 years of experience in a research setting
* Demonstrated experience in clinical coordination of large research studies
* Excellent time management and organization skills
* Strong ability to exercise sound judgment, exercise considerable independence and initiative
* Excellent leadership skills. Strong ability to work in a multi-disciplinary team in a cooperative manner
* Ability to develop policy and procedure.
* Demonstrated analytical and problem solving abilities with strong attention to detail
* Ability to make sound clinical decisions regarding client care.
* Ability to work independently and effectively with colleagues as part of a multi-disciplinary team.

**APPLY**

* Candidates can email their CV and cover letters to me directly Dr. Daisy Singla at [daisy.singla@utoronto.ca](mailto:daisy.singla@utoronto.ca)