

Health Canada 2 (HC2) Project: Youth Evaluator

Position Description

As a Youth Evaluator (YE) with the HC2 Project, you will be working with members of the project team to plan and implement evaluation activities for the project. Some examples of your responsibilities include:

- Assisting the Evaluation team in creating an Evaluation Plan
- Supporting the design of data collection tools
- Liaising with the HC2 Project Team and Youth and Family Ambassador Program to help inform the evaluation plan and data collection tools
- Implementing the evaluation plan and associated activities (including facilitating data collection)
- Supporting the analysis of evaluation data and informing the evaluation reporting
- Supporting related research activities as needed

This position will include paid evaluation training. Foundry will also provide other job-related professional development training for your role. Foundry will provide the materials that you need as a Youth Evaluator (YE). The YE will report directly to their Project Contact Haley Turnbull, the Research and Evaluation Associate (REA) for this project and will receive additional support from the Evaluation Lead and HC2 project Team.

Position Requirements

The role and responsibilities of the YE are technical, and previous professional evaluation experience or training is considered an asset. However, the position will include paid additional training and support from the evaluation team as mentioned above. Experience with developing evaluation plans, facilitating evaluation data collection, analyzing and reporting findings and experience working with youth populations and accessing integrated youth health services is an asset. Applicants must have demonstrated an ability to work with team members over distance (through the use of digital technologies and phone).

As part of this position, you will be asked to complete a Police Information Check (PIC). This is recommended for all employment positions that involve working with the public, particularly when it's in vulnerable settings (e.g. health care) or vulnerable populations (e.g. minors). **Your Project Contact can provide you with more information about what a PIC is and how you can get it done. The cost of the PIC will be covered by the Project Funding.**

As part of this position, you will have to complete a Privacy and Confidentiality Agreement for Research. This is a quick, but important process, and can be done online. **You will be provided with more information on how to do this by your Project Contact.**

Position Expectations

The YE will be required to attend a lot of virtual meetings and phone calls as part of the planning on this project. Because of public health measures related to the COVID-19 virus, the majority of these



meetings and collaborative work will be completed online in a virtual setting (using the Zoom platform). Therefore, it will be important for you to have access to the following things:

- A computer with WIFI/internet access
- An email address
- A personal phone

If you have any concerns about the position requirements or expectations, please contact your Project Contact: hturnbull@foundrybc.ca

Project Time Commitment

This opportunity will begin on or before December 1, 2020 and end in March 2021 with the possibility of extension (pending project funding). The YE will meet with the evaluation team bi-weekly. The Evaluation and Project Teams will also provide you with the training and materials required. Activities in November will be focused on evaluation training, planning and some data collection. After the training and planning is complete, the position's focus will be on supporting the implementation of the plan, and interpretation of the data. The expected time commitment is 10 hours/week.

The number of hours we've outlined above is a close estimate. This means you may work a little less or a little more depending on the project activities and your availability.

Compensation Information

In alignment with the values that the project team has agreed to, you will be compensated for your time based on the number of hours you spend doing this work. In order to process your compensation, you can add your hours to a timesheet which you will submit monthly. Your Project Contact ([Haley Turnbull: hturnbull@foundrybc.ca](mailto:hturnbull@foundrybc.ca)) will provide you with the time sheet when you start your role and you can send the completed time sheet to them on the first Monday of every month for processing. Your pay will then be deposited into your bank account within 3 weeks of submitting your forms.

As an Independent Contractor with Providence Health Care, here is some information that may be helpful to you:

- At the end of the year, Providence Health Care will mail you a T4A slip. This is a bit different from a T4 slip because it is for Independent Contractors. You can submit T4A slips along with any other tax forms you may have. For more information about T4A slips read here: <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t4a.html>.
- Providence Health Care's policy for honoraria is that you will be taxed on the honoraria you are paid after you reach \$500.00. This is important to note because we anticipate that this position will exceed the \$500.00/month limit.

If you are interested in this opportunity, please contact Haley Turnbull

Email: hturnbull@foundrybc.ca

