JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☒ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described

POSITION DETAILS:	**Position Title:**	**Research Assistant - Child Health, Development and Education**
Division:	Child Health, Development and Education (inclusive of the Fraser Mustard Centre)	**Department:**	
Position reports to: (role)	Project Manager		
Location: *include all possible locations*	Adelaide, South Australia		

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

This position is funded by a National Health and Medical Research Council project grant and supports the study Project Manager. The amount of language stimulation from parent to child could be the key driver behind intergenerational inequality. Children learn language through social interaction and this study will significantly enhance our current understanding of exposure to language in the child's home environment. The Language in Little Ones Study (LiLO) utilises advanced speech called Language Environment Analysis (LENA) to demonstrate how inequalities in the early years have far reaching consequences for later health and development.

This position will support the LENA study by:

- Recruiting study participants, undertaking home visits and communicating study progress to the participant group
- Driving to study participants' residences all over Adelaide to administer tests and collect data
- Interacting effectively with young children (under 5 years) and parents to encourage continued participation
- Entering and storing data accurately, and working in collaboration with other project staff

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured
Recruiting study participants	25%	Visiting child and family health sites, playgroups, Children's Centres, shopping centres, 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 (3years). Entering participant information accurately into database	Demonstrating professional, courteous and respectful behaviour at all times Reporting concerns and participant feedback to the Project Manager Recruitment of 300 toddler aged children into the LiLO study	Positive feedback received from study participants and stakeholders Low attrition rates
Conducting home visits to test and collect data	50%	Communicating in a friendly and sensitive manner with study participants Conducting language testing and developmental assessments according to test instructions Recording test results neatly and accurately Collecting LENA jackets and digital language processors (DLPs) Adhering to *Home Visit Protocol* at all times Distributing participant incentives accurately and in a timely manner	Participants feel comfortable allowing RA access to home Tests administered accurately and consistently LENA jackets and DLPs are retained Participants receive incentives as allocated	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	15%	Scoring language and developments tests Entering the data from all test and questionnaires	Tests are scored accurately and reliably Data is entered accurately and reliably, on time	Test results are reliable Reliable data is available in database at each milestone
Maintaining the LENA digital language processors and output	10%	Uploading the audio files Recharging the DLPs Managing the data files Arranging cleaning of LENA jackets	Audio files are uploaded DLPs are charged ready for next visit Data files are tidy and reliable LENA jackets are ready for next visit	Audio files are available when required DLPs are ready to go when visits begin Data files are usable LENA jackets are ready to go when visits begin

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	An undergraduate qualification in psychology, public health, allied health profession, nursing or a related degree.
Skills, Knowledge & Experience:	**Technical skills:** Attention to detail and ability to follow instructions Ability to organise and plan work according to agreed priorities Ability to work independently Ability to navigate using a map or GPS **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 **Other:** Current drivers' license and use of a privately owned, roadworthy vehicle for work-related travel during business hours Working with Children check (required if successful)

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the desirable educational, technical or professional qualifications required to competently perform role	Completed a research methods/statistics component as part of qualification
Skills, Knowledge & Experience:	Previous experience: • working with children and families • recruiting participants into a longitudinal study • as a Research Assistant – i.e. data cleaning, data entry, analyses.

SCOPE:			
Financial accountability: Does this role have accountability for a budget?			
• No			
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?			
No. of direct reports	0	No. of indirect reports	0

Next level of supervision			Co-Director, Fraser Mustard Centre		
Immediate level of supervision			Project Manager - LiLO		
Other roles reporting to immediate supervisor	Research Assistant - LiLO	Research Assistant - LiLO	Research Assistant - LiLO	Research Assistant - LiLO	Research Assistant - LiLO	
Direct reports (role x no.)						

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?