



Every child and youth living at their full potential

About Grandview Kids

Grandview Kids provides an array of specialized programs, rehabilitation services, and outpatient clinical treatments to children and youth with physical, communication, and developmental needs. Programs and services – which are delivered at the Centre, in the community, at schools, and in-home – include: medical consultation, assessment, and diagnosis; audiology, autism support; complex care program; occupational therapy; physiotherapy; respite services; social work; speech-language pathology; therapeutic recreation; and family engagement. Grandview Kids actively participates in research to support innovation in rehabilitation science, to advance organizational capabilities, and to better serve caregivers and the developmental needs of their children and adolescents. As an organization, we are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement with our clients, caregivers, and team members. Though a collaborative, multi-disciplinary approach, members of Team Grandview strive to provide culturally-safer, inclusive, and innovative evidence-informed care that meets the unique needs of each client.

Grandview Kids is now accepting applications for the position of:

Research Co-ordinator (Contract Full-Time) – 1 Position

- 37.5 hours per week
- December 2025 to December 2026
- Salary: \$33.03 - \$38.64 per hour, depending upon experience
- On-Site

Summary of Duties

Under the Supervision and Direction of the Program Manager – Research, Innovation, and Knowledge Mobilization, the Research Co-ordinator plans, manages, executes, and evaluates research projects at Grandview Children's Centre.

As a member of the Research, Innovation, and Knowledge Mobilization team, the Research Co-ordinator is an acting member of the Grandview Kids Research and Innovation Committee and Joint Research Ethics Board with Ontario Shores Centre for Mental Health Sciences. The Research Co-ordinator is responsible for liaising with the project team, including internal and external partners, Family Advocates, and study participants. The Research Co-ordinator abides by research ethics aligned with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPSII), maintains a safe work environment, establishes a just-culture of risk management, participates in quality improvement initiatives, and carries out other duties as assigned. The Research Co-ordinator will support the external partnerships and be a core member of the Grandview Kids Research and Innovation Team.

Alongside the Research and Innovation Team and external partners, the Research Co-ordinator will be responsible for:

Responsibilities:

- Co-developing the research plan with internal and external partners.
- Preparing documents and submitting appropriate applications to the Joint Research Ethics Board.
- Managing applications, amendments, and annual reviews for Research Ethics Boards.
- Executing approved recruitment strategies, and screening potential participants and abiding by informed consent protocols.
- Conducting data collection, including literature reviews, scoping reviews, environmental scan, health record review, surveys, questionnaires, interviews, focus groups, and biological specimen collection.
- Maintaining secure administrative databases, including participant tracking.
- Monitors supplies and orders research project supplies, as required and processes paperwork for reimbursement
- Organizing, managing and ensuring security of client files and personal health records.
- Liaising with project partners, including internal and external formal and informal.
- Conducting quantitative and qualitative data analyses and ensuring quality assurance of data.
- Writing, editing, and seeking approval for knowledge products including written reports, presentations, participants summaries, and conference abstracts.
- Monitoring budgets and co-ordinating submissions of quarterly and annual fiscal reports and contracts.

- Developing knowledge products for targeted knowledge users.
- Maintaining a just culture, reporting near misses and incidents to appropriate Team leaders to support on-going quality improvement.
- Independently monitoring progress of study activities and requirements for travel across Grandview Kids' and partner locations.
- Commits to continuous professional learning in research ethics, data management, and innovation in rehabilitation sciences and disability studies.
- Networking with eligible personnel at appropriate events (e.g., CP-NET Conference, Bloorview Research Institute Symposium, Empowered Kids Ontario)
- Seeking out new opportunities for partnership (e.g., Ontario Brain Institute, CHILD-BRIGHT Network)
- Supporting the development of student trainees through shadowing or mentorship
- May perform other duties as assigned, relevant to research, innovation and knowledge mobilization.

Qualifications

- Bachelor degree (BA/BSc) in a health-related field preferred, with a minimum of 1 year experience in clinical research
- Knowledge of the Tri-Council Policy Statement on the Ethical Conduct of Research Involving Humans.
- Knowledge of the research process, hypothesis testing, and theoretical frameworks in rehabilitation sciences and disability studies.
- Knowledge of paediatric disability and developmental differences research.
- Advanced knowledge of knowledge mobilization practices.
- Basic knowledge in literature reviews, chart audits, qualitative and quantitative studies.
- Experience with data entry, extraction and administrative databases.
- Experience with the design and collection of data.
- Experience with children and youth within a rehabilitation setting.
- Experience working in a collaborative environment with multiple partners and disciplines.
- Ability to search and locate peer-reviewed literature (e.g., EBSCO host).
- Ability to respond to the needs of participants, including location and time of data collection.

- Proficiency in Microsoft Office 365 (e.g., Outlook, Excel, Teams, Word, PowerPoint).
- Basic skills in survey platforms (e.g., Survey Monkey, Redcap)

Previous experience working in a paediatric rehabilitation setting is an asset, as is working directly with clients and caregivers. The ideal candidate will have strong critical appraisal skills and is an independent problem-solver who takes initiative to meet deadlines. The Research Co-ordinator will be reliable, responsive to the needs of research partners, and brings a commitment to the meticulous review of detail. They will be eager to learn new concepts and test new theories in a supporting, encouraging environment committed to advancing the work of Grandview Kids.

How to apply

Please submit your cover letter and resume for Job Research Coordinator 25.115 by 5:00 PM on October 18th, 2025 through the following link: [Apply Here](#)

Please address your correspondence to:

Human Resources

Grandview Kids

1461 Harwood Avenue N

AJAX ON L1T 0R3

Our commitment to belonging

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected, and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations throughout this process, please contact Human Resources.

Land acknowledgement

The lands, waters, nature and sky that Grandview Kids is privileged to exist within have long been home to the Michi Saagiig Anishinaabeg. We acknowledge the lands of the traditional and treaty territories covered under the Williams Treaties, including the Mississaugas of Scugog Island First Nation, Alderville First Nation, Hiawatha First Nation, Curve Lake First Nation and the Chippewa Nation of Georgina Island, Beausoleil and Rama. We are responsible for building stronger relationships with clients, caregivers, partners and colleagues from First Nations, Métis and Inuit communities. Through our shared values of belonging, excellence, connection discovery and celebration, Grandview Kids commits to seeking truth and upholding reconciliation.

We thank all applicants. Only those selected for an interview will be contacted.