



POSITION DESCRIPTION

Position: Research Assistant Summer Student
Reports to: Social Worker and Programs Lead
Remuneration: Hourly

WHO WE ARE

Lionel Kelland Hospice is the first community based residential hospice in Newfoundland and Labrador providing end-of-life care to residents and their families with care, respect, and dignity.

Our values are the fundamental principles that guide the work of Lionel Kelland Hospice, and they apply not only to its residents and their families, but also to our staff, physicians, and volunteers. These are our values that we cherish the most in our workplace: compassion, integrity, excellence, commitment, and collaboration.

We strive to create a workplace where employees are treated with respect and compassion. By working together in a positive environment, we can ensure that the final chapter of a person's story is dignified and peaceful.

POSITION SUMMARY

Under the direction of our Social Worker and Programs Lead, and in collaboration with the other members of the Hospice team, including volunteers, the Research Assistant Summer Student will support research and evaluation activities focused on the experiences, needs, and well-being of caregivers in hospice and end-of-life care settings. Working closely with clinical and program staff, the student will contribute to research that informs caregiver support programs, service improvement, and advocacy efforts.

This role is ideal for a student interested in research relating to healthcare, social impact, or community-based work. The student will work closely with the Social Worker and Programs Lead, as well as the Clinical Care Team, to collect, analyze, and synthesize data that informs organizational decision-making and program development going forward.

DUTIES AND RESPONSIBILITIES

- Assist with literature reviews and background research on program gaps relating to caregivers as well as grief and bereavement services to residents of Central NL. This will support our mission statement to enhance the quality of life for residents and their families dealing with progressive life limiting illness, death, and bereavement through compassionate and holistic care, education, research, and advocacy.
- Assist with data collection related to caregivers (e.g. surveys, interviews, focus groups, program feedback).
- Support qualitative and quantitative data organization and basic analysis.

- Summarize research findings in clear, compassionate language for staff, caregivers, and community audiences.
- Assist with program evaluation of caregiver support initiatives.
- Help prepare reports, briefing notes, presentations, and knowledge-sharing materials.
- Ensure ethical handling of sensitive information and maintain confidentiality.
- Provide general research and administrative support as needed.
- Other duties as assigned.

Qualifications:

- Must be registered as a full-time student for the 2025-26 academic year and intend to return to full-time studies in September.
- Must be legally entitled to work in Canada.
- Prior experience in conducting and publishing research project(s) related to healthcare and able to provide examples of the same.
- Respectful and professional communication skills, both verbally and written, with strong attention to detail.
- Excellent organizational and workplace skills.
- Experience working or volunteering in a healthcare, hospice, community, or human services setting would be considered an asset.
- Ability to work both independently and collaboratively within a multidisciplinary team environment.
- Proficiency in Microsoft Office and experience with qualitative analysis tools is an asset.

Other Skills and Abilities:

- A strong sense of dedication to the mission, values, and goals of Lionel Kelland Hospice and be a dedicated staff team member.
- A strong interest in caregiving, hospice, or palliative care.
- Ability to handle difficult situations in a caring, empathetic manner with good judgement.
- Effective and respectful communication with staff and volunteers.
- Tact and discretion in dealing with and handling confidential information.
- Positive attitude and a willingness to “go the extra mile” when delivering quality service and building positive work environment.
- Demonstrated empathy, emotional intelligence, and self-awareness when working with individuals experiencing grief and complex emotions.
- Willingness to learn, reflect, and receive feedback in a supportive supervision setting.

Standards of Performance:

- The Research Assistant Summer Student must demonstrate ongoing competency and a commitment to continuous quality improvement in completing all duties and responsibilities as detailed in this job description, in accordance with all Hospice policies and approved plans.