



**Family Service Toronto
Student Evaluator and Researcher
Practicum Opportunity: September 2020-April 2021**

Family Service Toronto (FST) helps people who face a wide variety of life challenges. FST assists families and individuals through counselling, community development, advocacy and public education programs. The 3 main populations FST serves are individuals who have experienced abuse and violence, individuals who have mental health concerns and individuals who have a developmental disability.

For more information, please check out the agency's website: <https://familyservicetoronto.org/>

This placement is in the Knowledge Building (KB) department. The KB team works with a variety of departments and programs for the purpose of gaining a good understanding of the programs, the clients and participants, their experiences and the impact. The department also takes a lead role in research and evaluation projects and operational activities such as strategic work and operational planning.

The student will be involved in a number of program evaluation projects. This can involve collaborating with teams to examine outcomes, design an evaluation plan, collect data, analyze data, and disseminate the findings through reports and presentations. There is also an opportunity to be engaged in research and operational tasks. **The specific projects will be determined based on the current priorities of the KB department and are negotiable depending on the student's skills and learning interests.**

Practicum Requirement:

- Vulnerable Sector Police Check
- Previous experience in research and/or evaluation (i.e., design, literature review, measurement selection, ethical research practice, etc.)
- Project management and support skills
- Quantitative and qualitative data analysis skills including use of Excel and/or SPSS
- Strong written and verbal communication skills.

If you are interested in this practicum opportunity, please review the information below (on page 3).

And complete the online application below:<https://familyservicetoronto.org/get-involved/student-placements/student-placement-application-form/>

Please notify the Practicum Office practicum.fsw@utoronto.ca that you have applied.
This practicum will be posted until it is filled.

Students in the Gerontology and Human Services Management and Leadership Streams can apply to this practicum.

Students registered with University of Toronto Accessibility Services may receive appropriate accommodations for practicum settings. To register: <http://www.studentlife.utoronto.ca/as>
455 Spadina Ave., Suite 400; 416-978-8060

Position Summary

To support research and evaluation activities carried out by the KB team.

Benefits to the student include:

- Opportunity to gain experience, skills and knowledge in research and evaluation work through collaboration with the KB team
- Experience carrying out research and evaluation activities in a community setting
- Opportunity to collaborate with programs and teams to examine program delivery and outcomes
- Experience with data entry, data collection, data analysis and report writing
- Experience conducting literature reviews to support grant proposals and the work of FST
- Opportunity to attend workshops with teams and to create logic models for programs.
- Exposure to strategic work and operational planning

Core Responsibilities

- Complete data entry, data collection and data analysis for research and evaluation projects
- Draft reports and user-friendly summaries for dissemination to FST staff

Skills that would be an asset:

- Previous course work or experience in program evaluation, report writing, operational planning

FST conducts Criminal Record and Vulnerable Sector Checks for successful applicants for this position.

Time Commitment

- Negotiable. Estimated to be 2-3 days/week - September start date

Location

- 355 Church St, Toronto, Canada M5B 0B2

FST is committed to a policy of equity and inclusion. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005 and FST's Access and Equity policy, accommodation will be provided in all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview.