



Position Description

Research Assistant

Lighthouse Foundation  
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<b>Position Title</b>	Research Assistant
<b>Team</b>	Lighthouse Institute
<b>Reports to</b>	Manager of Lighthouse Institute
<b>Direct Reports</b>	None
<b>Date effective</b>	July 2022
<b>Location</b>	Richmond Resource Centre – 13 Adolph Street, Cremorne VIC 3195

### **About Lighthouse**

Lighthouse Foundation support and care for some of Australia’s most vulnerable children, young people, and babies who typically come from backgrounds of long-term neglect, abuse, and homelessness. Many traumatised young people develop a sense of the world as being unsafe, unjust, untrustworthy, and unpredictable. This can lead to problems in forming healthy, trusting relationships and having core human needs met. The Lighthouse Model of Care (LMC) is a treatment approach that sees, recognises, and responds to these complex features.

The LMC integrates trauma-informed practice, attachment theory, and contemporary psychoanalytic theory to create a holistic therapeutic treatment environment in which the mental and physical wellbeing, and social and emotional capacities of young people in Lighthouse programs are developed and enriched. The LMC provides the clinical underpinnings of Lighthouse Foundation programs and informs and guides decision making with our young people.

More broadly, the LMC informs and guides decision making throughout the organisation. For example, trauma informed practice does not mean simply applying these principles to our young people in isolation, but building and maintaining an organisational culture that promotes psychological safety and wellness of all its members. Lighthouse also places significant importance on the role of organisational structure as a source of containment for staff, volunteers, and those we care for. Line management structures operate to hold and contain staff and young people in our care by providing clear levels of responsibility both, operationally and clinically. Over the past 30 years, Lighthouse has successfully supported more than 1,000 children and young people to break the cycle of homelessness and pursue a safe and meaningful life.

Lighthouse celebrates diversity and affirm the right of access, equity, and equality across our programs and throughout our organisation. We are inclusive of all sexual orientations and gender identities. We also practice from a position of cultural safety and awareness, across diverse languages, religions, and cultures.

### **Vision**

We will end youth homelessness by empowering the community to create safety, healing, and belonging for vulnerable children and young people

### **Mission**

Demonstrate an evidence-based, scalable framework for preventing and ending youth homelessness in order to bring about major and sustained policy reforms

### **Our Values**

Thoughtfulness, Respect, Courage, Kindness, and Commitment

## Position Overview

The focus of this new role will be to support the research component of a government funded pilot project that offers experiential education to the various communities around vulnerable children and young people. This role will be responsible for assisting with the evidence base to enable an independent project evaluation.

The Research Assistant will participate in qualitative and quantitative data preparation, collection, basic analysis, and report production, under the supervision and guidance of The Manager of the Lighthouse Institute. Therefore, the position requires some formal training and experience in social science research methods. The Research Officer must be committed to uphold evidence-based practice and ethical procedures.

Role Specific Requirements	
Area of Responsibility	Activities <i>(performance measured against activities during reviews)</i>
Database management	<ul style="list-style-type: none"> <li>Database preparation to facilitate accurate data collection and program fidelity</li> <li>Database maintenance</li> </ul>
Data entry	<ul style="list-style-type: none"> <li>Accurate data entry using various software packages</li> <li>Transcribing interviews to prepare for qualitative analysis</li> </ul>
Data collection	<ul style="list-style-type: none"> <li>Administer quantitative and qualitative measures</li> <li>Collate retrospective data to incorporate into the project database</li> <li>Maintain a literature database</li> <li>Contribute to the development of data collection systems and practices</li> </ul>
Data analysis	<ul style="list-style-type: none"> <li>Conduct basic quantitative and qualitative data analysis independently and more complex analysis under supervision</li> <li>Extract and interpret data accurately from Lighthouse databases</li> <li>Deidentify data to enable an independent evaluation</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>Accurate tracking and reporting of project progress according to grant requirements</li> <li>Write literature reviews</li> <li>Create in-house reports associated with project outcomes and progress</li> </ul>
Relationship Management (internal and external)	<ul style="list-style-type: none"> <li>Uphold professional communication within Lighthouse Foundation and stakeholders</li> <li>Engage in ongoing progress meetings with the Manager of the Lighthouse Institute.</li> </ul>
Legal & Regulatory Compliance	<ul style="list-style-type: none"> <li>Comply with research ethics protocols and Lighthouse Foundation's policies of ethical conduct.</li> </ul>

Organisational Specific Requirements	
Organisational participation	<ul style="list-style-type: none"> <li>Attend and facilitate team meetings, trainings, whole staff meetings and planning days</li> <li>Contribute to the implementation of reliable and predictable community events on the weekends</li> <li>Contribute to collaborative practice across the organisation</li> </ul>
Professional development	<ul style="list-style-type: none"> <li>Participate in regular supervision, professional development and review meetings</li> <li>Attend regular group processes and trainings as required</li> <li>Contribute to a culture that is reflective, inclusive and open</li> </ul>

<b>OH&amp;S</b>	<ul style="list-style-type: none"> <li>Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and young people including following safe working procedures and instructions</li> </ul>
<b>Risk</b>	<ul style="list-style-type: none"> <li>All Lighthouse staff are responsible for applying a continuous quality improvement approach to all tasks</li> <li>Identify and communicate any risks in Care</li> </ul>
<b>CQI</b>	<ul style="list-style-type: none"> <li>All Lighthouse staff are responsible for applying a continuous quality improvement approach to all tasks</li> </ul>
<b>Commitment to Lighthouse culture</b>	<ul style="list-style-type: none"> <li>Staff are expected to participate in the processes and practices that uphold the Lighthouse culture</li> </ul>
<b>Commitment to trauma informed practice</b>	<p>Staff are expected to:</p> <ul style="list-style-type: none"> <li>Engage in personal and professional development to integrate their understanding and response to people and systems that have been impacted by trauma</li> <li>Create or maintain a physical and emotional environment that promotes healing</li> <li>Engage in conflict resolution processes when required</li> </ul>

### Performance Measurements

An annual work plan will be developed in line with the Position Description and Lighthouse Foundation's Annual Business Plan to measure performance.

### Authorities – Financial and People

- Seek approval for all unbudgeted expenses
- Petty cash expenses up to \$1000 without prior approval
- All other authorities listed under the Lighthouse Delegation of Authority policy

### Qualifications and Licences

- Valid first aid certificate (if necessary) (or willingness to obtain one)
- Criminal Records check
- Current Working with Children check

### Key Selection Criteria

- Demonstrated ability to gather statistical and qualitative data and information from various sources
- Commitment to centre young people's experiences in your work, including data interpreting and reporting
- Some tertiary education in the following areas: psychology, psychiatry, neuroscience, social work, or other relevant allied health fields
- An understanding of the key theoretical frameworks that underpin Lighthouse's work including trauma informed practice, attachment theory, and contemporary psychoanalytic principles
- Experience and/or interest in conducting research within the sectors of out-of-home care and youth homelessness
- Ability to work independently on projects and as part of a team
- Commitment to reflecting on your work through group and individual clinical spaces
- Ability to plan, prioritise workloads, and meet deadlines as required
- Demonstrated commitment to personal and professional development

- Excellent written and verbal communication skills
- Understanding of issues related to youth work and youth homelessness
- Some experience with IBM-SPSS statistics, demonstrated proficiency with excel software packages, and an excellent capacity to learn new software systems

### Employment Conditions

- Fixed term contract until April 2024.
- Part-time position (0.8 FTE) with flexible work practices available.
- Compliance with Lighthouse Foundation’s Code of Conduct, including the Child Safe Code of Conduct, policies, and procedures.
- Lighthouse Foundation takes all reasonable steps to facilitate and maintain a safe environment for children, young people, and all participants of our service. It is for this reason that Lighthouse requires all potential employees to undergo a psycho-social assessment prior to confirmation of employment.
- Terms and conditions of employment are outlined in employment contracts.
- COVID-19 vaccination certificate required upon employment.

#### Manager

Name:

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Signature:

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Date:

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Performance review period:

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#### Staff Member

Name:

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Signature:

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Date:

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Next review date:

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**Note:** The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as required basis. Any significant or material changes need to be discussed and agreed by incumbent and manager before inclusion. The role description should be reviewed formally during the annual planning and performance assessment process.