SYSTEMS ANALYST
(12 MONTH CONTRACT – RENEWABLE)

Jewish Family & Child is a multi-service, client-centered agency, and a Children's Aid Society supporting the healthy development of individuals, children, and families; we are seeking a **Systems Analyst** to join our team.

The successful candidate will be responsible for:
- Assisting in various activities and initiatives designed to improve the validity and reliability of case management data in Matrix and CPIN.
- Supporting and participate in the transition between case management systems focusing on data migration, data mapping, process mapping and user training
- Defining application problems by conferring with system users; evaluating procedures and processes.
- Developing solutions by preparing and evaluating alternative workflow solutions.
- Validating results by testing programs.
- Ensuring accurate collection of and compliance with case management data and guidelines by training system users.
- Identifying areas in need of quality control, staff training, and ongoing systemic monitoring.
- Providing administrative and coordinating support in relation to data and case file management duties.
- Performing other duties as assigned.

Qualifications:
- Post-secondary degree or diploma in a technology related field with a background in system administration, database administration, systems support, or related field.
- Minimum of three (3) years' experience in data and case file management systems.
- Experience with Matrix and/or CPIN considered a strong asset.
- Experience writing manuals and other documentation.
- MS Office advanced experience.
- Strong analytical/problem solving skills.
- Excellent communication and interpersonal skills.

If you are interested in applying, please submit your resume to **Human Resources at resumes@jfandcs.com no later than Friday October 14, 2016.** Please reference, **Systems Analyst**, in the subject line.

Jewish Family & Child is committed to the principle of equal opportunity in employment.
We thank all applicants for their application and interest;
however, only those considered for an interview will be contacted.
No agencies please.
To learn more about Jewish Family & Child, please visit: www.jfandcs.com