



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

QUALITY ASSURANCE WORKER

PERMANENT – FULL TIME

Nogdawindamin Family and Community Services, an expanding native child welfare agency serving member First Nations situated between Sault Ste. Marie and Sudbury, is seeking to hire a **Quality Assurance Worker**. This position will be based out of the Satellite Office in **Sault Ste. Marie**.

Overview of Responsibilities

Reporting to the Quality Assurance Supervisor, the Quality Assurance Worker is responsible for reviewing all Child Protection data submitted for input into the database to ensure adherence to and assess compliance with Nogdawindamin policies, procedures and provincial requirements and recommend remedial actions. The Quality Assurance Worker will complete file audits, program reviews, child death reviews, funding and data analyses, foster care licensing, and Agency accreditation practices. The position is required to write policies and procedures.

QUALIFICATIONS

Education and Experience Requirements

- Honors Bachelor of Social Work (HBSW) or related degree
- Three (3) years' management and administration experience in a child welfare protection or social service agency

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Strong knowledge of the Child and Family Services Act, Eligibility Spectrum, Ontario Safety Assessment, Family Risk Assessment and Strengths and Needs Assessment
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies

Special Skills & Abilities

- Strong interpersonal skills
- Excellent oral and written communication skills
- Excellent computer skills
- Excellent conflict resolution and problem solving skills
- Strong organizational, planning and administrative skills
- Excellent time management skills
- Excellent assessment skills
- Demonstrated competency in identifying and implementing risk management strategies
- Ability to attend to detail
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to adapt to and manage change
- Ability to work with confidential and highly sensitive and personal information
- Proven ability to work with First Nation communities and people
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Please submit a job related resume and cover letter along with three work related references by:

Tuesday, April 4, 2017 – 4:00 p.m.

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717
hr@nog.ca

Preference will be given to applicants of native ancestry.

Incomplete or late applications will not be accepted

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca