



# PAYUKOTAYNO

James and Hudson Bay Family Services

**HEAD OFFICE:**

FINANCE

48 Jaban Street, P.O Box 209

MOOSE FACTORY, Ontario P0L 1W0

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**ADMINISTRATION:**

50 Bay Road, P.O Box 189

MOOSONEE, Ontario P0L 1Y0

1(705)336-2229 Fax # 1(705)336-2492

1-866-615-1681

## EMPLOYMENT OPPORTUNITY

**POSITION:** Quality Assurance Coordinator

**CLASSIFICATION:** Contract for Twelve (12) months

**LOCATION:** Moosonee, ON

**POSITION RESPONSIBILITIES:**

This is a middle management position with responsibility for providing leadership and the direct coordination of the Agency's Quality Assurance program.

In collaboration with the Directors of Service and the Agency management team, the Quality Assurance Coordinator works towards the attainment of the following objectives:

- To support the delivery of consistent, equitable and high quality programs and services which reflect the Agency Philosophy and Principles;
- To ensure that client services are delivered in accordance with Legislative Requirements, Program Standards, and approved Policies and Procedures;
- To ensure child welfare staff are knowledgeable and trained to meet established Program Standards and best practices in the delivery of child protection services.

**QUALIFICATIONS:**

- Bachelor of Social Work Degree or relevant Social Services Diploma with at least two(2) years direct experience working in child welfare;
- Five (5)years management /leadership experience working in a similar field;
- Strong clinical knowledge of social work theories and practices and superior knowledge and skill in the Program Area;
- Demonstrated supervisory and leadership skills;
- Strong interpersonal and communication skills;
- Excellent organizational skills and demonstrated ability to set priorities and work effectively under pressure;

**SALARY RANGE:** As per current management grid

**CLOSING DATE:** Thursday, August 17, 2017 @ 4:30 p.m.

**SUBMIT RESUME WITH THREE (3) WORK REFERENCES, QUOTING COMPETITION #72-17 TO:**

Director of Human Resources

Payukotayno: James & Hudson Bay Family Services

P.O. Box 189, Moosonee, ON P0L 1Y0

Fax: (705) 336-3063 Email: [hr@payukotayno.ca](mailto:hr@payukotayno.ca)

**ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

We are an equal opportunity Employer. If you require a disability accommodation in order to participate in the recruitment process, please contact the Human Resources Department. Please note that preference may be given to qualified Cree speaking applicants in our hiring process.

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