

Ontario Association of Children's Aid Societies

Job Description

Position Title:	Data Specialist
Reports to:	Project Manager, Race Equity Practice Framework (OVOV)
Category/Grade:	Grade 8
Positions Supervised:	none
Department:	Child Welfare Service Excellence
Position Established:	July 2017

Job Summary

Reporting to the Project Manager, One Vision One Voice (Race Equity Practice Framework), the Data Specialist is responsible for developing and implementing the OACAS strategy for the collection, analysis and reporting of data as it pertains to the assessment and measurement of changes in policy and practice as outlined in the One Vision One Voice Practice Framework (the Practice Framework). This position provides support, guidance and advice to OACAS member agencies and provides the knowledge and expertise to facilitate the collection and analysis of race based identity data. The data specialist will also be responsible for tracking the One Vision One Voice project (Phase II), and ensuring the project team meets the deadlines and requirements set out within the Ministry contract. Additionally, the Data Specialist will work with the Shared Services team to inform the provincial child welfare data strategy and ensure alignment of all OACAS data work.

As a key member of the OACAS Child Welfare Service Excellence team, you will support the work of OACAS by collaborating, engaging and working across departments, within a co-operative and accountable environment.

Duties and Responsibilities

- In collaboration with the One Vision One Voice Implementation Specialist, develop a project management tool and template to support local CASs in their practice framework implementation
- Provide monitoring and tracking of the One Vision One Voice project, and Ministry contract and deliverables
- Collaborate with key staff in OACAS to develop a data strategy for the One Vision One Voice Project that will align with the Practice Framework and enable the sector to understand the impact of changes in practice

- Support the analysis and reporting of findings of the provincial performance indicators by disaggregating results using identity-based data such as; age, gender, race, creed, etc.
- Develop and implement a strategy to collect race/identity-based data from CASs
- Interpret data and research, and analyze results using statistical techniques to produce content for presentations, support documents and/or reports as required to support the work of the project
- Support and build agency capacity to collect and disaggregate data defined by the Project's data strategy by ensuring agencies have access to provincial training and resources (i.e. a readiness assessment, user guide, and data standard)
- Develop children's aid societies supplementary guide to the Ontario Human Rights Commission's Count Me In document to support the implementation of the MCYS data collection strategy
- Prepare provincial reports, and presentations of findings by using different formats (written, graphs, pictures, info graphics) targeted to specific target audiences for dissemination to the field and the public
- Work with community leaders and academic partners to examine over-representation and racism in the child welfare sector
- Support the work of the OACAS Equity Strategic Council by providing relevant statistics and research findings
- Provide data and findings to support OACAS public education campaigns and advocacy strategies
- Support the Ministry's 3-year Anti-Racism Strategic plan utilizing child welfare sector data/results

Qualifications:

1. Post-secondary education in Social Work, or related social sciences
2. 5 years of experience in child welfare or related social service either in front line practice and/or management/supervisory role
3. Demonstrated understanding of anti-Black racism, equity, and the issues impacting the African Canadian community within child welfare and the province in general
4. Knowledge of data collection and statistical analysis methods and ability to learn the different IT systems in use in the child welfare system, including CPIN.
5. Knowledge of the current data constructs and efforts to disaggregate data currently collected by CASs, including the current Child Welfare Performance Indicators
6. Effective report writing, verbal presentation skills and efficient file maintenance
7. Ability to work with key advisors, including other OACAS teams responsible for data collection, analysis and dissemination to ensure alignment of processes and methodologies

8. Ability to build effective partnerships with members of the academic community in support of the development of performance indicators (PIs) and dissemination of key research/best practices that related to service provision to the African Canadian population
9. Knowledge of the child welfare service delivery context and service provision to African Canadian children, youth, and families

Working Conditions

May involve some physical and/or psychological risk which could result from unavoidable exposure to dangerous situations or hazardous, disagreeable or uncomfortable working conditions.