



# PAYUKOTAYNO

James and Hudson Bay Family Services

HEAD OFFICE:  
FINANCE  
48 Jaban Street, P.O Box 209  
MOOSE FACTORY, Ontario P0L 1W0  
1(705)658-4471 Fax # 1(705)658-4491

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 Manager  
**CLASSIFICATION:** Contract for Six (6) months with possible extension  
**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 objective

- 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:** Friday, February 23, 2018 @ 4:30 p.m.

### SUBMIT RESUME AND THREE (3) WORK REFERENCES, WITH EMAIL ADDRESSES, AND PERMISSION TO CONTACT, QUOTING COMPETITION #11-18 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.

Clinical Unit  
P.O Box 189  
Moosonee, ON.

P0L 1Y0  
Ph: #705-336-0058  
Fx: #705-336-0062

Niska Way Office  
P.O Box 209  
Moose Factory,  
ON.

P0L 1W0  
Ph: #705-658-2701  
Fx: #705-658-2702

Fort Albany Office  
P.O Box 123  
Fort Albany, ON.

P0L 1H0  
Ph: #705-278-4856  
Fx: #705-278-4854

Kashechewan Office  
P.O Box 241  
Kashechewan, ON.

P0L 1S0  
Ph: #705-275-4535  
Fx: #705-275-1155

Attawapiskat Office  
Gen. Del.  
Attawapiskat, ON.

P0L 1A0  
Ph: #705-997-2271  
Fx: #705-997-2299

Peawanuck Office  
P.O Box 64  
Peawanuck, ON.

P0L 2H0  
Ph: #705-473-2663  
Fx: #705-473-2664