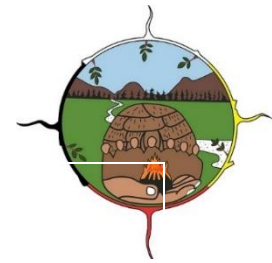


NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES EMPLOYMENT OPPORTUNITY



NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire **two (2)**:

QUALITY ASSURANCE SPECIALISTS (2) – LOCATION TO BE DETERMINED

Starting Salary: \$76,333.00

FULL TIME – CONTRACT TO MARCH 31, 2019

(*Extension pending annualized funding)

Overview of Responsibilities

Reporting to the Quality Assurance Supervisor, the Quality Assurance Specialist will complete file audits, program reviews, child death reviews, funding and data analyses, foster care licensing, and Agency accreditation practice while ensuring their efforts are in alignment with the Agency's strategic planning, the Agency's policies and procedures, the legal framework of the Child and Family Services Act and First Nation standards of practice. The position is also 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, Strengths and Needs Assessment, Ontario Human Rights Code, Employment Standards Act and Occupational Health and Safety Act
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies

Special Skills & Abilities

- Excellent human resource management skills
- 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
- Demonstrated ability to lead and coach others utilizing a collaborative and strengths based approach
- Ability to attend to detail
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to facilitate strong inter-departmental relationships
- 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

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

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

Friday, July 27, 2018 – 4:00pm

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