QUALITY ASSURANCE ANALYST

POSITION: QUALITY ASSURANCE ANALYST (Non-Union Position)
COMPETITION: 20-42
LOCATION: Timmins – with regular travel throughout the district
STATUS: Full-Time - 35 hours per week
SALARY: $55,577 – $65,224 per annum
CLOSING DATE: June 2, 2020 @ 4:30 PM

JOB SUMMARY: Reporting to the Director of Services, this position is responsible for maintaining all Agency Child Welfare data to accurately reflect the current state of the program’s involvement with clients. The Quality Assurance Analyst will be responsible to provide support through accurate data entry, review data entered by staff and assist with all reports required by the Agency.

REQUIRED QUALIFICATIONS:

• High School Diploma, completion of post-secondary quality program preferred;
• Frontline case management systems experience;
• Knowledge of child welfare standards and application;
• Experience with database management;
• Experience in administrative duties
• Experience working with First Nations people.
• Must possess a valid “G” Ontario Driver’s license, be willing to travel, able to work flexible hours
• Must produce clear Criminal Record Check with Vulnerable Sector Screening
• Ability to speak a native language considered a major asset.
• Demonstrate excellent analytical, problem solving, negotiating, decision making, planning, organizational, administrative and oral and written communication skills;

KEY RESPONSIBILITIES:

• Ability to provide technical guidance and instruction to users of the client tracking systems;
• Ability to analyze processes and make recommendations for improvements;
• Excellent analytical and problem-solving skills as they relate to data recordings and reporting applications;
• Good interpersonal and listening skills;
• Ability to work independently and as a team member;
• Ability to multi-task and work in a highly organized fashion;
• Enjoy the data entry and reporting functions operate smoothly and effectively throughout the agency;
• Demonstrated proficiency with various software packages including but not limited to Word and Excel spreadsheet;

We offer a competitive benefits and compensation package and opportunities for professional development.

Please refer to our website: [www.kunuwanimano.com/employment.htm](http://www.kunuwanimano.com/employment.htm) for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to HR@kunuwanimano.com, by fax to 705 266-9122 or by mail to:

Human Resources
Kunuwanimano Child & Family Services
401 Cedar Street South
Timmins, ON
P4N 2H7

Please note that preference will be given to qualified First Nations and Aboriginal applicants. Please self-identify. We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Only those considered for an interview will be contacted

Thank you for your interest in Kunuwanimano