



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families, and nurturing lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Quality & Evaluation Specialist

Part time (28 hours per week) – Permanent

Qualifications

- Relevant post-secondary education, such as a degree in the social sciences with an emphasis on social science research, performance metrics and/or evaluation methodologies.
- At least 3-4 years of experience is preferred.
- Experience in evaluation methodologies.
- Experience in statistical analysis using both quantitative and qualitative measures.
- Demonstrated expertise in use of qualitative and quantitative statistical/analytical methods and the hands-on application statistical software that supports evaluation and assessment.
- Advanced knowledge and demonstrated proficiency in computerized systems and applications including spreadsheets and databases.
- Must have intermediate to advanced proficiency with Microsoft Office (including Excel). Knowledge of SPSS is required.
- Experience with Cognos Analytics is an asset.
- Proven ability to design and/or prepare evaluative studies/surveys/reports and present results in a user-friendly manner that enhances the usefulness of the information and facilitates effective planning, policy development, performance assessment and outcomes measurement.
- Knowledge of program evaluation methodologies and quality/process improvement tools that might be used in a child welfare setting is an asset.
- Demonstrated data analysis and presentation skills.
- Ability to work with multi-functional and multi organizational teams in fulfillment of various quality and evaluation initiatives.
- Excellent verbal and written communication skills.
- Demonstrated ability to take initiative, set priorities and work independently.
- Must pay attention to detail and be highly organized in order to meet the demands of the fast-paced work environment.
- Exceptional problem-solving and analytical skills.
- A productive and contributing member of the Quality Assurance team.
- Fluently Bilingual French & English is an asset.

Key Responsibilities

- Under the general direction of the Quality Assurance Supervisor, the Quality & Evaluation Specialist is responsible for reporting service data for the Board of Directors, Ministry of Children, Community and Social Services and CCAS Management staff to fulfil mission critical requirements including Ministry reporting and accountability vital to effective program and service development, planning, performance assessment, evaluation and quality improvement.

- The Quality & Evaluation Specialist will be responsible for manual audits and assisting in the analysis of compliance statistics.
- Performs program evaluations if needed.
- Develops, implements, and analyzes surveys and interviews.
- Comply with health and safety policies, procedures and the Ontario Health & Safety Act.
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others.
- Committed to Society values of Success for Children, Youth & Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team.
- Performs other duties as assigned.

We offer attractive benefits, with experience based remuneration.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.