



# KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

## CAREER OPPORTUNITY

<b>POSITION:</b>	Information Technology Lead (Non-Union Position)
<b>COMPETITION:</b>	21-05
<b>LOCATION:</b>	Timmins, ON - with regular and frequent travel throughout the district
<b>STATUS:</b>	Full Time – 35 hours per week
<b>SALARY:</b>	\$57,195 - \$73,759 per annum
<b>CLOSING DATE:</b>	January 22, 2021 @ 4:30pm

**JOB SUMMARY:** Reporting to the Manager of Information Technology, the Information Technology (IT) Lead is responsible for implementing, configuration, deployment and administration of various systems and technologies. The IT Lead provides services related to the input and quality of data supporting all departments and locations of the Agency.

### REQUIRED QUALIFICATIONS:

#### Education and Experience:

- Computer systems Certification at a College/University level or equivalent work experience.
- A minimum of 5 years' experience.
- Proficient in handling multiple projects with varying priorities.
- Certification in and experience working with Local Area Networks and Wide Area Networks.
- Excellent knowledge of current computer and telecommunications technology and how to integrate systems.
- Advanced knowledge of hardware and software and the ability to work proficiently with Internet based applications.
- Experience with the application and use of Microsoft office 365.
- Ability to monitor and maintain systems located in multiple sites.
- Advanced knowledge of and experience with web design/application principles and tools.
- Strong customer service and troubleshooting skills.
- Background in technical support with emphasis on problem resolution.
- Must possess a valid, current Ontario Driver's license
- Must provide a satisfactory Criminal Record Check with Vulnerable Sector Check.

#### Knowledge, Skills and Abilities:

- Manages communications of IT Department with other departments.
- Provides help desk services to both internal and external departments on software and hardware issues.
- Tracks all internal and external requests.
- Administration and maintenance of Cisco Call Manager and Cisco Unity Servers for operation and management of VOIP desk phones and user's voicemail.
- Configuration, deployment and administration of mobile devices, including tablets, cellular phones, surfaces and laptops
- Maintains and tracks inventory of all agency computer equipment, and archives all IT related documents
- Responsible for the moving of computer systems and peripheral equipment within work areas and sites
- Assists in the training of new software for both internal and external users
- Ensure high quality data is available for extraction as needed by developing and implementing systems to identify, track, correct and prevent errors.
- Establish and lead processes to develop standardized data entry.
- Act as the primary contact regarding data support, data management issues and reporting capabilities.

**We offer a competitive benefits, pension 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](mailto:HR@kunuwanimano.com), by fax to 705 266-9122, or by mail to:

Human Resources, Kunuwanimano Child & Family Services  
401 Cedar Street South  
Timmins, Ontario, 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.

**Thank you for your interest in our Agency. Only those considered for an interview will be contacted.**