



# 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>	Data Steward (Non-Union Position)
<b>COMPETITION:</b>	21-83
<b>LOCATION:</b>	Any District
<b>STATUS:</b>	Full Time-Contract-35 hrs/week (up to 12 months with a strong possibility of extension)
<b>SALARY:</b>	\$70,000 per annum
<b>CLOSING DATE:</b>	October 25, 2021 @ 4:30pm

**JOB SUMMARY:** Reporting to the Director of Finance and Information Technology, the **DATA STEWARD** addresses operational data quality issues within the agency. This person will need to take those findings and recommend corrections to the data quality circle to be established in the agency, and on approval, to make those changes in the front-end systems. It will thus be important for the person to know Kunuwanimano child welfare systems, its processes and the data involved in those processes and systems.

### REQUIRED QUALIFICATIONS:

#### Education and Experience:

- Extensive experience in Indigenous Child Well-Being Services and/or child welfare, with sound knowledge of the role of supporting systems, processes, and data in child welfare operations.
- College diploma\University degree or 3 years equivalent work experience in data.
- Manage and implement data corrections to Increase the agency's data quality
- Write structured reports around variances in data quality rules for data elements
- Identification and approval of critical business terms and data elements
- Identification, tracking and management of data issues
- Coordination with enterprise data issue management process.

#### Knowledge, Skills and Abilities:

- Very Good written and oral communication skills, and strong documentation skills.
- Very Good interpersonal skills, with a focus on rapport-building, listening, and questioning skills.
- Exceptional customer-centric orientation and ability to present ideas in user-friendly language.
- Ability to conduct research into a wide range of computing issues as required. Proven analytical and problem-solving abilities.
- Ability to absorb and retain information quickly.
- Highly self-motivated and directed. Keen attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Demonstrated understanding, and commitment to, integrating the Agency's mission and values into practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

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.**