



Quality Assurance Specialist

Chatham-Kent Children's Services serves the children and families of the Chatham-Kent Municipality and includes child protection, children's mental health, child development and prevention.

Chatham-Kent Children's Services is an accredited multi-service agency that responds to the unique dynamics of our families. We support the well-being and safety of our children and their families through evidence-based practices and collaboration with community partners. Together, CKCS' employees strive to foster an environment that encourages positive growth, professional development and progressive change.

Chatham-Kent has a population in excess of 110,000 and is ideally situated mid-way between Windsor and London on the shores of Lake Erie.

Chatham-Kent Children's Services requires one (1) **Quality Assurance Specialist**. This is a full-time (70 hours bi-weekly) contract beginning as soon as possible and lasting until January 27, 2023.

Reporting to the Director of Quality Improvement and Analytics, the incumbent:

- builds partnerships with the early years organizations and school boards, and provides specialized services in the area of research and outcomes measurement.
- is entrusted with sensitive data sets for the purpose of conducting analyses and reporting on findings and lends their expertise in evaluation and outcomes measurement to assist in monitoring outcomes at the local, regional and provincial levels.
- will work directly with MEDU, post-secondary institutions, key community stakeholders, research groups, school boards, staff, families and children on various outcomes measurement and evaluation initiatives.
- represents the community to the ministry, key stakeholders, executive directors, and other decision makers at the community, regional and provincial level.

Qualifications:

Full vaccination against COVID-19 or a valid medical exemption; Community College diploma of two or more years in a related discipline including courses on spreadsheets and Access computer programs; three (3) to five (5) years of experience in social planning; advanced knowledge of and experience with data collection, data analysis, research, evaluation and outcomes measurement; advanced knowledge of data analysis software such as Excel, Access, PSAT and Beyond 20/20; intermediate knowledge of or experience with geographic information systems (GIS) programs, files and systems such as MapPoint, MapInfo, Arc View or ESRI; familiarity with the concepts of geo-spatial representation including geographical coding (geo-coding) and reverse geographical coding (reverse geo-coding), assigning and manipulating spatial coordinates, assigning spatial values to non-spatial data sets (latitude/longitude conversions) and preparing data sets for spatial analysis/representation; Good working knowledge of the preparation and creation of custom census orders and boundary files in accordance with Statistics Canada requirements and agreements; significant experience representing the community to stakeholders, leading planning tables and/or workgroups, facilitating sensitive discussions and sharing sensitive information, delivering training and professional development on behalf of the OEYC, agency and community; Professional judgment, experience in navigating complex and difficult situations are required in leading initiatives and overseeing knowledge mobilization and advocacy activities on behalf of the OEYC, agency and the community; Computer and keyboarding skills, extensive use of specialized software and word-processing and spreadsheet programs; the ability to communicate in French is an asset; a valid driver's license and use of a personal vehicle.

Please submit your resume by **4:30 pm on January 28, 2022** quoting the posting number to:

Human Resources
Email: hr@ckcs.on.ca

Posting: 02-2022

Only those candidates selected for an interview will be contacted.

Chatham-Kent Children's Services welcomes applications from racialized groups, First Nation, Inuit or Métis persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

We are committed to providing accessible employment opportunities. Should you require accommodation for a disability during the recruitment process, please notify Human Resources at the time of interview scheduling.

**Strengthening
Children and Families
for a Better Future.**

January 19, 2022