



Children's Aid Society
La Société d'aide à l'enfance
NIPISSING & PARRY SOUND



Quality Assurance Clerk

Temporary Full-Time

SALARY: \$50,527 to \$62,969

SUMMARY:

We are looking for a unique, engaged and dynamic individual to join our team in the capacity of Quality Assurance Clerk. The above temporary full-time position is located in our North Bay office for a term of up to 18 (eighteen) months. The successful incumbent will be responsible for, but not limited to, tasks related to the compiling and tracking of results from quality assurance processes and requests for internal/external data. All actions are performed according to the vision, mission, values and overall strategic direction of PARNIPCAS. This position is within the Bargaining Unit.

QUALIFICATIONS:

- University degree preferred however, a combination of related work experience with a College Diploma may be considered
- Course work in statistical/data management is essential
- Demonstrated knowledge of statistical reporting and evaluation
- Demonstrated capacity to be flexible and adaptable
- Exceptional attention to detail
- Excellent written and oral communication skills
- Demonstrated organizational skills, including the ability to meet deadlines and priorities when faced with competing demands and working under pressure
- Ability to maintain a high standard of privacy and confidentiality in the performance of duties
- Satisfactory Police Records Check
- Satisfactory Provincial Child Welfare Check

ASSETS:

- Bilingualism (English/French)

APPLICATION PROCESS

Qualified applicants are encouraged to email their resume and cover letter to the Human Resources Department: hr.information@parnipcas.org.



Parnipcas is committed to a barrier-free, respectful, accessible, and inclusive work environment. We will endeavor to remove any barriers to the hiring process to accommodate those applicants with disabilities. Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process.

We are also committed to having a workforce that is reflective of the diversity of our community and strongly encourage applicants from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Only those candidates selected for interviews will be contacted, however, we thank all applicants for their interest.