



KINA Gbezhgomi Child and Family Services Employment Opportunity

Posted: Sept 9, 2022

Location: Sudbury

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, beliefs, and customs.

IT AND QUALITY ADMINISTRATOR CONTRACT POSITION

Salary: \$51,050

The IT and Quality Administrator reports to the Education Team Lead of Kina Gbezhgomi Child and Family Services (KGCFS). The position handles coordinating and maintaining data and information related to the academic status of each child within our care. The IT and Quality Administrator is also responsible for coordinating the sharing of information with the Kina Education Unit. This data and information play a vital role in each child's academic success and well-being and implementing strategies to support improvement.

QUALIFICATIONS

Education

- Post-secondary degree or diploma in a field that highlights strong data management and information skills.

Experience

- Minimum 2 years' experience in the field of data management
- Experience in developing and maintaining data.

SKILLS, KNOWLEDGE, & ABILITIES

- Develop, implement, and maintain a data and information management system for the academic success of KGCFS children in care.
- Develop and implement data and information initiatives, within KGCFS.
- Work with other KGCFS staff, and the Education Unit
- Develop recommendations for reports and proposals that may secure added funding sources to support KGCFS children.
- Build strong partnerships between education partners to enhance data and information sharing duplication of efforts and make best use of resources.
- Collect, record, analyze, and summarize data and information from First Nation and provincial schools to better ensure supports are in place and being met.
- Aid with relevant research to inform the Education Unit to help inform next steps and better programming.

WORK ENVIRONMENT

- Given the traditional practices of the Anishinabek, from time-to-time exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar, may occur within the work setting.
- Must be willing to comply with KGCFS COVID 19 Vaccination Policy.

DEADLINE: SEPTEMBER 23RD, 2022, AT 4PM

Applicants are encouraged to visit our website at www.kgcfs.org/employment to review the full job description. KGCFS offers competitive wages, a generous benefit package and OMERS pension plan.

Please submit your application marked "Confidential –IT and Quality Administrator". Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers.

Please also detail in your application: education, employment experience, and cultural participation.

Applications are accepted and in the following order of preference: by email, fax at

Human Resources – Confidential
IT & Quality Administrator
Kina Gbezhgomi Child and Family Services
Main Office - 98 Pottawatomi Avenue,
Wikwemikong, Ontario P0P 2J0
Fax: (705) 859-2195
Email: hr@kgcfs.org

At KGCFS we are committed to providing a barrier-free work environment following the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process.

KGCFS services is based on a highly specialized approach to the delivery of child welfare in our area. Preference will be given to Anishinaabe Candidates (please self-identify). Miigwetch for your application, however, only those candidates selected for an interview will be contacted. As a condition of employment, the successful candidate will be required to submit the following: satisfactory Criminal Reference Check (within 3 months of application date), Vulnerable Sector Check and Driver's Abstract.