



Niijaansinaanik Child and Family Services

Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention, Protection, and Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wasauksing First Nations

QUALITY ASSURANCE ANALYST – 2 POSITIONS PERMANENT FULL-TIME

Reporting to the Quality Assurance Supervisor, the Quality Assurance Analyst will ensure their employment requirements, regulations, policies and procedures and the mission, beliefs and vision of the Niijaansinaanik Child and Family Services contributes to the accomplishment and strategic priorities.

KEY JOB FUNCTIONS

- Consult with programs and services found within the Agency regarding informational needs.
- Ability to work independently within the CPIN system
- Develop and refine relevant computer reports and databases.
- Support evidence informed practice integration in Agency functions.
- Assist with the preparation and delivery of communication plans to educate staff regarding QA and QI and to promote evaluation initiatives.
- Coordinate evaluations for the effectiveness of programs or systems implemented and the level of staff utilization.
- Facilitate Training and consultation for staff in the area of quality assurance.

Qualifications

Minimum Education & Experience

- University degree in social services, business/commerce, or equivalent.
- Minimum two (2) years of service and management experience preferably in the child welfare environment or a First Nation Social Service agency

Knowledge Requirements

- Knowledge of Niijaansinaanik Child and Family Services programs and services
- Applied knowledge in business analysis, statistics, research design, program implementation, and evaluation.
- Knowledge of quality assurance and quality improvement.
- Demonstrated critical thinking, analytical, decision making, problem-solving, planning, and priority-setting skills.
- Demonstrated interpersonal and collaboration skills to coordinate effectively with a broad variety of agency departments/staff, management, and community collaterals.
- Ability to maintain the appropriate safeguards for the confidentiality of Agency and client information.
- Knowledge and proficient competence in computer software (e.g. Microsoft Office (Excel, Word), Lotus-Notes, Frontline, SPSS).
- Excellent use of English; verbally and written.

Other Requirements

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

Work Site Location:

- North Bay

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with 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. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources
Niijaansinaanik Child and Family Services
940A Main Street, Dokis First Nation, ON P0M 2N1
Email to: careers@nijjcs.com or fax to (705) 223-7439

Application deadline is:

OPEN UNTIL FILLED

Preference will be given to applicants of Native ancestry, please self-identify.

We thank all those applicants for their interest, however, only those selected for an interview will be contacted.

For a more detailed job description, please contact
Human Resources at careers@nijjcs.com