Ontario Association of
Children's Aid Societies

Job Posting #	1020
Title:	Content and Research Librarian
Classification:	Professional
Employment Duration:	Regular, Full-Time
Salary Range:	$73,027 - $91,323
Location:	Toronto, ON

Under the direction of the Learning Team Managers, this position will support best practice and research initiatives at the OACAS with a focus within the educational services portfolio. This role will be responsible for monitoring contemporary practice in child welfare and related sectors and will develop, curate, and manage learning and research content related to Ontario child welfare policy and practice.

Using a lens informed by equity, anti-Black racism, anti-Indigenous racism and anti-oppressive principles, this position conducts environmental scans and literature reviews; researches, analyzes, and assesses resources on child welfare topics; and designs, maintains, and provides access to collections of child welfare resources. The position also oversees French language translation projects outsourced to vendors.

Duties and Responsibilities

1. Using a lens informed by equity, anti-Black racism, anti-Indigenous racism and anti-oppressive principles- conducts environmental scans; drafts briefing notes and reports; identifies and analyzes emerging trends, developments and issues within the child welfare sector; and assesses and informs of any impact on OACAS educational services or other programs as necessary.

2. Evaluates, selects, and categorizes information, research, and learning resources related to the child welfare sector. Curates' collections of content in both English and French that address learning gaps and supports the understanding of emerging issues in child welfare policy and practice.

3. Works with learning development and other colleagues to understand research needs and identify information gaps; conducts literature/research reviews on specific topics to support learning resource development and other OACAS programs; analyzes and interprets research, ensuring that key content is identified and communicated. Establishes and maintains effective working relationships with PART, universities and colleges, and other relevant research organizations.

4. Manages journal, research database, and other subscriptions. Responds to internal and external requests for information and troubleshoots research access issues for staff at OACAS and member agencies.

5. Provides research support to committees, networks, communities of practice; delivers or supports the delivery of webinars and other information/training sessions.

6. Identifies and manages copyright issues and third-party content. Assists with sourcing of third-party content and permissions through licensing agreements or direct correspondence with copyright holders. 7. Works with the Learning Development and Evaluation team to fact-check, copy-edit, and ensure appropriate referencing of sources specific to curriculum/content being developed.

7. Provides oversight for French translation by leading vendor procurements, assigning support staff to prepare learning content for translation, managing deliverables from translation vendors, proofreading translated materials, and repurposing existing translated content to minimize project translation costs and duplication of effort.

8. As needed, assists with the design of online surveys, data collection processes (administering questionnaires, facilitating interviews, data entry) and data analysis to identify trends, risks and possible area gaps.

9. Supports the preparation of grant submissions/ annual contract renewals and ongoing compliance as required.

10. Performs other duties as assigned.

Qualifications

Education & Experience:
- Post-secondary education in a relevant discipline from a recognized academic institution; degree or professional designation in Library/Information Science preferred
- Minimum of five (5) years of demonstrated experience in conducting research and digital and print collection development and management, preferably in the child welfare sector or other social services/related sector, OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job

Knowledge and Skills:
- Strong knowledge, understanding and experience working within an equity, anti-Black racism, Reconciliation focused and anti-oppressive practice framework
- Strong knowledge, understanding and experience working with Indigenous communities and stakeholders
- Fundamental knowledge of research principles, practice, methodologies, tools, practices, and techniques relating to data collection, management, and analysis to inform knowledge translation activities
- Ability to identify relevant and trustworthy sources of information and evaluate reliability of information relevant to the child welfare sector
- Expert knowledge of digital and print collection management systems and processes
- Bilingual English/French strongly preferred
- Knowledge of social policy development processes and Ontario child welfare legislation, policies, standards, programs, tools and processes
- Ability to collect, analyze, assess and synthesize both quantitative and qualitative information from a variety of sources, including research studies, literature reviews, trends analyses, program information, surveys, operational data
- Strong critical thinking, analytical skills and judgment to interpret and assess information, determine significance and relevance, identify implications, and key audiences

- Strong interpersonal, collaboration and relationship management skills to interact effectively and build and nurture effective working relationships with internal colleagues, external research colleagues and partners, member agencies, and stakeholders
- Ability to foster cooperation, build consensus, and influence decision-making and outcomes
- Strong oral communication, listening and presentation skills and excellent written communication skills to write clear, concise briefing notes, research summaries/ reports, and other documents, geared to the target audience
- Proficiency in full suite of Microsoft Office products

Assets:
- Child welfare education and/or experience

APPLY ONLINE at:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5504a194-52e8-4f07-ae3b-2acc61f702f0&ccId=19000101_000001&lang=en_CA
By December 2, 2022.

We thank all candidates for their interest; however only those considered for an interview will be contacted.

OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

Accommodation at OACAS
We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.