



**EMPLOYMENT OPPORTUNITY**

**Location: Manitoulin Island / 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. 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 in your application.**

**DATABASE IT SPECIALIST  
(1) CONTRACT POSITION**

Starting Salary: \$58, 708

**OVERVIEW:**

Under the supervision of the Database Administrator, the incumbent is responsible for data accuracy, monitoring, and maintaining the Agency's databases, website, and software interface systems. The applicant will support developing the Agency's Power Platform, including Power Apps, Power BI and Power Automate. The candidate must be willing to learn new technologies and have experience in data analytics, cleaning, and reporting. This position also involves other general IT requirements, including but not limited to web content creation. All KGCFS employees are expected to participate in and respect the Anishinaabe culture and are committed to helping First Nation families strengthen and achieve a healthy level of well-being as part of adhering to the Agency's mission statement, vision statement, and service principles.

**QUALIFICATIONS**

- University degree, college diploma, or certificates equivalent, specializing in Computer Science or a related field.
- Minimum 1-3 years of experience in database administration, information technology, database architecture, or a related field.
- An individual of Anishinaabe ancestry is preferred with genuine understanding and lived experiences of Anishinaabe worldviews, traditions, customs and practices.

**KNOWLEDGE SKILLS AND ABILITIES**

- Working knowledge of related agency IT platforms (e.g., SQL, Azure, Power Platform, WordPress, Penlieu, SharePoint, Social Media Platforms, Easy Pay for Windows, Microsoft Team, Zoom, Replicon, Adobe Acrobat Pro DC, Microsoft Excel and Microsoft Word, Power Business Intelligence)
- Knowledge of office administration and IT procedures and policy.
- High attention to data security, confidentiality, and accuracy.
- Willing to learn new platform/software/language if needed by the agency.
- The ability to speak the Anishinaabe language is a definite asset and / or willingness for continual learning. Preference will be given to applicants who can speak or write Ojibway, provided they have skills, ability, and qualifications to do the job.

**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 by KGCFS COVID 19 Vaccination Policy.

**DEADLINE: FEBRUARY 3, 2023 AT 4:00PM**

Applicants are encouraged to visit our website at [www.kgcfs.org/employment](http://www.kgcfs.org/employment) to review the full job description.

Please submit your application marked "Confidential – Database IT Specialist". **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 website, email, or fax at

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

*At KGCFS We are 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. 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.*