



Niijaansinaanik Child and Family Services

Niijaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.

QUALITY ASSURANCE WORKER PERMANENT FULL-TIME

Under the supervision of the Quality Assurance Supervisor, the Quality Assurance Worker will work to improve initiatives including program development, system improvement, outcome evaluation, funding submissions, service audits, and training. The Quality Assurance Worker will conduct research, perform analysis within their employment requirements and shall follow regulations, policies and procedures and the mission, beliefs and vision of the Niijaansinaanik Child Well Being Agency. They will contribute to the accomplishment and strategic priorities of the Agency.

KEY JOB FUNCTIONS

- Consult with programs and services found within the Agency regarding informational needs.
- Develop and refine relevant computer reports and databases.
- Support evidence informed practice integration in Agency functions.
- Liaise with a broad variety of community resources and participate on various committees to identify/share relevant information and promote child welfare services.
- Participate in a Research Review Process which includes the vetting and analysis of submissions and research within established parameters to be presented to the Ethics Committee.
- Work with partnerships and participate with academic, professional, and government institutions to promote child welfare through joint ventures in research, program evaluation, and publication of relevant findings.
- Provide analysis and interpretation of relevant statistics and data to annual and long term planning efforts.
- Provide support in the planning processes, provide consultation on strategies and techniques, and provide support for the Agency's Strategic Planning process and implementation.
- Support integration of Quality Assurance (QA) and Quality Improvement (QI) initiatives within the Agency and develop and maintain expertise to undertake projects (e.g. accreditation, outcome evaluation, client feedback, system and program improvement, consultation).

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
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Basic knowledge of the Child, Youth and Family Services Act
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of traditional practices, ceremonies and teachings

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@niijcfs.com or fax to (705) 223-7439

Application deadline is:

This position will remain posted 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@nijcfs.com
or call (705)923-8400.