



Sandy Bay Child & Family Services Inc.

invites applicants for a

Quality Assurance Specialist Position

Full-Time Position

Position Summary: The Quality Assurance Specialist is responsible for the extraction of information from the Child and Family Services databases that will support the Agency to identify trends, gaps, and risks to improve the quality of services provided to children, youth, young adults, and families served. The incumbent will collate the data into information reports/spreadsheets for the Board, Executive Director, and Management Team.

Responsibilities

- Use statistical methods to analyze data and generate reports.
- Develop and implement databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Identify, analyze, and interpret trends or patterns in complex data set.
- Other duties and projects as assigned.

Qualifications:

- Bachelor of Science Degree in Mathematics, Economics, Computer Science, Information Management, or Statistics; or equivalent combination of education and training/experience in a closely related field required.
- Minimum of two years' work experience in a related field of service.
- Demonstrated ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Adept at queries, report writing, and presenting findings.
- Excellent oral and written communication and project management skills.
- Ability to obtain results with minimal supervision.
- Proficiency with Microsoft Office and Child and Family Services Information System/Intake Module (CFSIS/IM).
- Must pass a Criminal Record Check, Vulnerable Sector Search, and Child Abuse Registry Check.
- A valid Province of Manitoba Class 5 Drivers License and access to a personal vehicle is required.
- The ability to speak and/or understand the Ojibway Language is considered an asset.

The successful candidate will work in their choice of our three SBCFS offices.
The Main Office (Marius), Portage La Prairie Sub-Office, or Winnipeg Sub-Office.

Please forward a Cover Letter & Resume to:

Angel Ames,
Human Resources Administrator
Sandy Bay Child & Family Services Inc.
Box 105, Marius, Manitoba R0H 0T0
Email: angel.ames@sbcfs.org

Closing Date: January 20, 2022

We thank all applicants, but only those selected for an interview will be contacted.

Preference will be given to Canadian Citizens, First Nations, Métis, or Inuit candidates meeting the position requirements.
All indigenous applicants are asked to self-declare within their cover letter.