



The Children's Aid Society of the District of Thunder Bay
Caring for children...a community responsibility

Quality Assurance Program Assistant Internship
12 Month Full-Time Contract

POSITION:

The Quality Assurance Program Assistant will provide support to the Manager of Quality Assurance to meet the QA Program's deliverables related to continuous quality improvement and planning for effective and efficient service delivery, through such quality assurance strategies as data analysis, reporting and visualization, program evaluation, outcome measurement, research, and knowledge promotion

Compensation: \$19.00 per hour.

DUTIES AND RESPONSIBILITIES WILL INCLUDE:

- Research practices in child welfare
- Program evaluation assistance
- Policy and report writing
- Presentations to various internal and external stakeholders
- Assist with internal reviews and audits

QUALIFICATIONS AND REQUIREMENTS:

- University or college graduate who has graduated within the last three years from an accredited college or university.
- Undergraduate or Master's Degree related to Human Services (e.g. Social Work, Psychology, Sociology, and Social Justice) or Computers (e.g. Computer Science, with an interest in Health Informatics or diploma in Computer Programming). Credentials related to social research methodologies, including quantitative and qualitative data collection and analysis techniques.
- This position must provide the intern with a first full-time employment in their field of study. Candidates must be legally entitled to work in Canada.
- Excellent organizational, coordination and time management skills to determine priorities, meet timelines and manage several assignments simultaneously.
- Use of sound judgment and tact to implement practical options/solutions while anticipating future problems.
- Contribute to a culture of diversity, equity and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.
- Excellent communication skills; demonstrated ability to produce well written and researched documents.
- Intermediate skill level and experience in Microsoft Office (Outlook, Word, PowerPoint). Advanced skill level in Excel.
- Work independently, or as part of the team, and effectively and proactively manage inter-personal conflict.
- Upon hire, submission of a current Criminal Records Check satisfactory to Employer.

APPLICATION PROCESS

CLOSING DATE: January 14th, 2021 at 4:00 pm

Please submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities". Individuals may also submit an application directly to: Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. We thank all applicants; however only those considered for an interview will be contacted.

**THIS OPPORTUNITY IS PROUDLY
SUPPORTED BY:**

