



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 program evaluation, 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 intern reviews and audits

QUALIFICATIONS AND REQUIREMENTS:

- University or college graduate who has graduated within the last three years from an accredited college or university.
- Undergrad or Master's Degree related to Human Services or Business (e.g., Commerce, Social Work, Psychology, or Sociology) preferred, with 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.
- Provide respectful, equitable and effective services to diverse populations.
- Use of sound judgment and tact to implement practical options/solutions while anticipating future problems.
- 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: MARCH 29, 2019

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

The CAS is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, members of visible minorities, aboriginal persons and persons with disabilities. Reasonable accommodations during the recruitment process will be provided in accordance with the Ontario Human Rights Code. Applicants may make accommodation requests when contacted for an interview. We thank all applicants; however only those considered for an interview will be contacted.

**THIS OPPORTUNITY IS PROUDLY
SUPPORTED BY:**

