



## Employment Opportunity

# WECAS-M-24-01

Salary \*\$62,279 - \$81,550 (MGT Payband \*4)

Permanent

Windsor Office

Posted Internally & Externally

### Quality Assurance Specialist

The Windsor-Essex Children's Aid Society (WECAS) was established as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario. WECAS acknowledges the legacy of colonialization in child welfare, which has led to the continued overrepresentation of Indigenous; First Nations, Inuit & Métis (FNIM); Black, African Canadian & Caribbean (BACC); and Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, & Asexual (2SLGBTQIA+) children, youth and families receiving our services. This continues to mean that Indigenous, FNIM, BACC and 2SLGBTQIA+ children, youth and families are receiving services at rates disproportionate to other groups in our community and province. We are currently seeking a forward-thinking individual who believes in and is committed to our organization's core values, which focus on anti-oppressive practices for the safety and wellbeing of children and youth for the following position:

**Quality Assurance Specialist (#WECAS-M-24-01):** As a member of the management team, reporting to the Director of Equity, Diversity and Inclusion, this position will support the ongoing coordination of quality assurance to uphold and maintain Ministry standards and Agency directives. The QA Specialist handles the data collection, processing and statistical reporting systems, quality assurance programs, service recipient records audits, outcomes measurements for the Society, performing and/or supporting file audits to ensure compliance with agency policies and practices and Ministry Standards. The QA Specialist will monitor, evaluate and report on the quality of the Society's data as it relates to services to children and families and the Ministry's funding framework. They will develop and maintain outcome measurement systems.

#### Essential Qualifications and Experience:

- The successful incumbent will have a Master of Arts in Social Sciences with a minimum of 3-5 years' experience in program evaluation using data management and statistical analysis software.
- Superior skills in working with software applications such as data bases, spreadsheets, and statistical tools to analyse information.
- Demonstrated knowledge of the theory, practice and current issues facing the Social Work profession within a Child Welfare context to review services and programs and recommend proper improvement.
- Applied knowledge of planning strategies and processes quality improvement tools and processes, measurement tools and ability to develop standards.

Successful Candidates: At time of offer, must have the ability to secure an Agency-approved Vulnerable Sector Check and a clear provincial Child Protection Information Network system search.

As we strive to place cultural humility at the center of our service delivery and provide more culturally relevant, inclusive, and intersectional service to our community, we encourage those from equity seeking groups including FNIM persons, members of racialized groups, persons with disabilities and persons of diverse gender identities, gender expressions and sexual orientations to self-identify in confidence in your cover letter.

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We invite qualified applicants to apply in confidence, by sending a PDF version of their combined cover letter and updated resume (as 1 attachment) to [wecas.careers@wecas.org](mailto:wecas.careers@wecas.org), referencing the competition number (**#WECAS-M-24-01 – QA Specialist**). *Internal* applicants must apply on or before 4:30pm on **Monday, January 22, 2024**; *External* applicants must apply on or before **Friday, March 2, 2024**.

Individuals that do not have access to email may fax their cover letter and resume to the confidential fax number 519-971-0339.

*Candidates that may require accommodations throughout the recruitment and assessment process must advise us of the nature of the accommodation(s) to ensure your equal participation.*