



<b>POSITION TITLE:</b>	QUALITY ASSURANCE ASSISTANT – STUDENT
<b>DEPARTMENT:</b>	QUALITY ASSURANCE
<b>REPORTS TO:</b>	QUALITY ASSURANCE MANAGER
<b>CLASSIFICATION:</b>	FULL TIME (35 HRS PER WEEK) CONTRACT UNTIL AUGUST 25, 2023
<b>LOCATION:</b>	WHITBY, ON
<b>POSTING DATE:</b>	MARCH 3 <sup>RD</sup> , 2023
<b>CLOSING DATE:</b>	MARCH 24 <sup>TH</sup> , 2023

As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

### **PURPOSE OF THE POSITION**

This position works alongside the Quality Assurance team to complete special projects and assist with administrative tasks. The ideal candidate will ensure the 7 Grandfather Teachings are always incorporated into their work.

### **RESPONSIBILITIES**

- Assisting with data quality cleanup.
- Develop a process for yearly contact with our First Nations.
- Develop satisfaction surveys.
- Assisting with help document for Tableau development.
- Statistics Canada research & reports.
- Other duties as assigned.

### **POSITION REQUIREMENTS**

#### **Education and Experience Requirements:**

- Completion of at least one (1) year of Post-Secondary Education (Business) and enrolled for September 2023.

#### **Knowledge Requirements:**

- Working knowledge of MS Office: Outlook, Word, Excel
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and



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**Child & Family Services**

EMPLOYMENT OPPORTUNITY

Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop.

**Mandatory Requirements:**

- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

**SALARY**

- \$17.50 per hour

**TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected for an interview will be contacted.