## RESEARCH ANALYST
### Permanent Full-time Position, Fort Frances ON

Committed to meeting the needs of the community by providing services with care, integrity, and accountability, the Rainy River District Social Services Administration Board (RRDSSAB) delivers Early Learning and Child Care, Ontario Works, Social Housing, Land Ambulance and other services for all organized municipalities and unincorporated areas within the geographic District of Rainy River.

The Rainy River District covers an area of approximately 15,487 sq. kilometers and has a population of 20,110 (2016 Census).  It is bordered on the north by the Kenora District, on the east by the Thunder Bay District, on the south by Minnesota, USA and on the west by the Province of Manitoba.

The RRDSSAB is seeking a Research Analyst on a permanent full-time basis to join our team in Fort Frances, Ontario.  Reporting to the Integrated Services Manager the Research Analyst plays an integral role in the collection, interpretation and mobilization of quantitative and qualitative data to inform and monitor ongoing service system management and community planning processes.  The information will be used for planning and assessing services to determine quality assurance service delivery needs and provides direction, advice, guidance, support and recommendations to internal and external RRDSSAB funded Programs and services.

Qualifications will include:
- Three year college diploma or three year degree in Business Administration or Human Services or other related discipline and four (4) years' related experience in statistical data analysis and collection, research, database design and report writing.  Candidates with an equivalent combination of education and experience will be considered.
- Proven skills in the collection, synthesis and analysis of data from multiple and varied sources.
- Excellent research, evaluation, quality improvement and program planning skills.
- High degree of computer literacy; advanced skills in software applications necessary to compile, analyze and report data.
- Demonstrated communication, collaboration, and interpersonal skills to develop and maintain positive and effective working relationships.
- Superior report writing and presentation skills necessary for communicating complex information to a diverse array of groups.
- Experienced in knowledge-exchange and knowledge mobilization.
- Ability to work in a team-based setting and with multi-disciplinary and diverse groups.
- Strong project and time management skills with the ability to prioritize workload as appropriate.
- Ability to exercise a high level of independence, integrity, professionalism, and confidentiality.
- Community development experience is an asset.
- Ability to travel throughout the Rainy River District and neighbouring Districts.

We offer a competitive salary, an excellent benefit package and participation in the OMERS pension plan.  Candidates who meet or exceed the requirements for this challenging position are invited to submit a resumé and cover letter, including three work-related references, no later than **12:00 noon (CST) on Friday, March 23, 2018 to:**

> Joanne Spence, B.HRLR, CHRL, Human Resources Officer
> Rainy River District Social Services Administration Board
> 450 Scott Street
> Fort Frances, ON    P9A 1H2
> Competition #HR-07-2018-RA
> PRIVATE & CONFIDENTIAL
>
> or emailed to:  joannes@rrdssab.on.ca

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted.  The RRDSSAB is an equal opportunity employer.  Accessibility accommodations are available for all parts of the recruitment process.  Applicants need to make their needs known in advance.  This document is available in an alternative format, upon request.