

CONTINUOUS QUALITY IMPROVEMENT COORDINATOR Permanent Full-time Position

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.

We are currently seeking a Continuous Quality Improvement Coordinator to join our team in Fort Frances, Ontario on a permanent full-time basis.

Reporting to the Integrated Services Manager, the Continuous Quality Improvement Coordinator is responsible 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. The incumbent works towards enhancing the quality of life and well-being of residents within the Rainy River District through individual program and curriculum reviews, research, development of performance measurements, training and quality related activities. This position will develop, organize and deliver training modules to partnering organizations, staff, and Supervisors or other adult learners, including facilitation and evaluation.

Qualifications will include:

- Successful completion of a three year college diploma or three year degree in a related discipline and a minimum of four (4) years of work-related experience. Candidates with an equivalent combination of education and experience will be considered.
- Registered Early Childhood Educator is an asset.
- Proven skills in the collection, synthesis and analysis of data from multiple and varied sources.
- Excellent research, evaluation and program planning skills.
- Proficient computer skills and the ability to work within a computerized environment.
- Demonstrated communication, collaboration, and interpersonal skills to develop and maintain positive and effective working relationships.
- Superior report writing, facilitation and presentation skills necessary for communicating complex information to a diverse array of groups.
- 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.

Salary commensurate with qualifications and experience. For a copy of the job description contact Joanne Spence, Human Resources Officer, at joannes@rrdssab.on.ca or (807) 274-5349, ext. 240. Interested candidates are invited to submit a cover letter and résumé, including three work-related references, no later than **12:00 noon (CST) on Tuesday, January 9, 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-09-2017-CQIC
PRIVATE & CONFIDENTIAL

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. Information gathered is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection and, for the successful applicant, relevant human resource purposes. 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.