



The **Metis Child and Family Services Authority** is an incorporated entity with the responsibility to administer and manage child and family services delivery for Metis and Inuit people in Manitoba. The Authority exists to strengthen and support the health and well-being of Metis families and communities by ensuring the creation and development of Metis specific solutions that are responsive and sensitive to our collective history, experiences, culture and values.

QUALITY ASSURANCE SPECIALIST

Full Time Permanent Position

\$ 59,765 - \$ 81,137 (SP5)

Reporting to the Chief Quality Officer, the Quality Assurance Specialist is responsible for conducting quality assurance audits on service delivery practices, case management and foster care files, researching best practice models and able to communicate the results and identify elements that can be replicated, improved and enhanced. The Quality Assurance Specialist works in close collaboration with the agencies' Quality Assurance staff to ensure consistency in practice across all mandated agencies under the Metis CFS Authority. With strong analytical skills and a keen eye for detail, the Quality Assurance Specialist will create reports to brief executive management on skill-gaps that require development of future training.

This is a full-time (75 hours bi-weekly) position, working Monday through Friday from 8:30 am to 4:30 pm. The position is within the scope of the Collective Agreement.

To be successful in this role, the Quality Assurance Specialist must be familiar with Quality Management processes, conducting file audits, writing extensive reports, evaluating trends, implementing recommendations and reviewing responses. In addition, the Quality Assurance Specialist must have excellent communication skills and be a flexible, innovative and creative person, who embraces change, consistently looking for better ways of delivering services to our families.

Post-secondary education in social sciences field and/or combined education and experience is required. A minimum of 3 – 5 years of experience in Quality Assurance in a social services field and experience working with Metis and Inuit people is required.

Applicants will be subject to a satisfactory Criminal Records Check, Prior Contact Check, and Child Abuse Registry check. Due to the lengthy process of the above mentioned checks, it is recommended to apply for a criminal record check (including vulnerable sector check) and a child abuse registry check in advance.

Employment equity is a factor in the selection process and preference will be given to qualified Metis and Inuit applicants. Qualified applicants are encouraged to apply and self identify on their cover letter. We thank all applicants for their interest, but only those selected for an interview will be contacted.

Deadline for applications is **May 18, 2018 at 4:30 pm.**

Please note, only applications submitted through email will be accepted.

Applications may be sent to: recruitment@metisauthority.com

The Metis Child and Family Services Authority thanks all applicants for their interest, however only those applicants selected for an interview will be contacted