



## **PROGRAM DATA SPECIALIST**

### **GENERAL DESCRIPTION:**

The Program Data Specialist is a full-time position subject to organizational needs and organizational funding. The Program Data Specialist has two primary functions: (A) provides support to management in three activities - research assistance and organizational development of program standards, outcomes and indicators; and, (B) assists in the development and implementation of Quality Assurance/Improvement initiatives in several areas – ensures the efficient delivery of programs and services, system improvement, outcome evaluation, service audits (file audits on a quarterly basis), evaluation using WFS Program Assessment Tool, and recommendations.

The Program Data Specialist will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-it-te-win Family Services.

The Program Data Specialist will foster cultural awareness through active participation in an inductive learning process, gaining an understanding of historical trauma and impacts of oppression and how these relate to current issues related to Native Child Welfare services. The Program Data Specialist will develop culturally competent practice skills that are congruent to the unique needs of the ten First Nations and to Weechi-it-te-win Family Services.

### **PRIMARY QUALIFICATIONS:**

1. Post-Secondary diploma in health/social sciences, business, with two (2) years working experience in an administrative role. However, a combination of skills, education and experience may be considered.
2. Two (2) years' experience coordinating and/or managing social programs and services.
3. One (1) year direct service experience with children and families.
4. Experience working with Aboriginal people, organizations, and communities.
5. An equivalent combination of education and experience may be considered.
6. Knowledge of the administrative structure and operations of Weechi-it-te-win Family Services and family structure, as well as the Anishinaabe customs, traditions, and protocols.
7. Knowledge of Jordans Principle Human Rights Principle and CHRT Rulings.
8. Respect for, sensitivity towards as well as knowledge and understanding of Anishinaabe culture and traditions.



**WEECHI-IT-TE-WIN**  
Family Services Inc.

9. Ability to understand and speak Anishinaabemowin is a definite asset;
10. Must provide a Criminal Records Check deemed satisfactory by the employer;
11. Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel;

**Application must include:**

- ✓ Cover Letter – **signed and dated.**
  - ✓ Resume
  - ✓ Three references (one must be employment related) along **with written permission** to contact references.
  - **Applications submitted without** all the above required documentation **will not be considered.**
  - Only those selected for an interview will be contacted.
  - Complete job descriptions available upon request
- Weechi-it-te-win Family Services Inc. is an equal opportunity employer.

**CLASSIFICATION AND SALARY**

69,029.02 to 82,622.32

**Submit Application to:**

**Jackie DeBenedet**

**Human Resources Officer**

[jackie.debenedet@weechi.ca](mailto:jackie.debenedet@weechi.ca)

P.O. Box 812

Fort Frances, ON P9A 3N1

Phone: 807-274-3201

Fax: 807-274-8435

**DEADLINE TO SUBMIT APPLICATION:**

**April 9, 2025, @ 12:00 p.m.**

**ADVERTISEMENT (S1-3).**