



WE ARE

HIRING!

STATISTICAL ANALYST – QUALITY ASSURANCE

**SOUTHEAST
CHILD & FAMILY SERVICES**

Position Summary:

The SECFS Statistical Analyst is responsible for the extraction of information from the Child and Family Services databases that will support the Agency to identify trends, gaps, and risks in order to improve the quality of services provided to the children, youth, young adults, and families served. The incumbent will collate the data into informative reports/spreadsheets for the Board, Executive Director and Management Team. The analyst will further monitor trends and performance indicators as part of the Quality Assurance Unit.

Key Accountabilities:

- Use statistical methods to analyze data and generate reports
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, analyze, and interpret trends or patterns in complex data set
- Other duties and projects as assigned

Qualifications & Position Requirements:

- BSc in Mathematics, Economics, Computer Science, Information Management or Statistics; and/or a minimum of 2 years work experience in a related field
- Demonstrated ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings
- Excellent oral and written communication and project management skills
- Ability to obtain results with minimal supervision
- Candidate will travel to and work within the designated First Nations Communities
- Available to work after hours and weekends as per operational requirements
- Proficiency with Microsoft Office, CFSIS, and IM
- Satisfactory Criminal Record; Child and Adult Abuse Registry; and, Prior Contact Check
- Fully immunized against COVID-19 as of October 31, 2021

Application Process: (Posting: 2021-77) Qualified Candidate's Salary: \$55,000.00 - \$65,000.00

Closing Date: December 29, 2021 (or open until filled)

Please forward your résumé, cover letter, and three (3) references to hr@secfs.ca

Preference will be given to Southeast members and Indigenous (First Nations, Métis or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer exceptional salaries, life insurance, pension, health/vision/dental, leave benefits

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Job Postings can be viewed at: www.southeastcfs.org