

PROGRAM DATA SPECIALIST/DATA ENTRY

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 nine First Nations and to Weechi-it-te-win Family Services.

RESPONSIBILITIES

The Program Data Specialist will report to Director of Naaniigaan Abinoojil.

PRIMARY QUALIFICATIONS

1. A University degree in Social Work and two years' experience in social work within the child welfare environment or the equivalent combination of formal training and experience.
2. Knowledge in the area of quality assurance and quality improvement in order to participate in QA and QI assignments.
3. Knowledge of auditing standards and practices.
4. Ability to travel to the nine area First Nations CCP offices
5. Excellent communication and writing skills to document, report and communicate findings.
6. Ability to work effectively with external organizations on various research projects.
7. Demonstrated experience in planning and forecasting to assist the agency with its planning processes.
8. Supervisory skills for direct supervision of assigned position.
9. Ability to provide training to various internal groups.
10. Ability to speak Anishinaabe language is preferred.
11. Must possess a valid class "G" Drivers License.
12. Must submit a satisfactory vulnerable sector check and drivers abstract as a condition of employment.
13. Knowledge of Weechi-it-te-win Family Services, its vision, mandate and bi-cultural model of providing services.
14. Ability to establish and maintain respectful and purposeful relationships with clients, colleagues, First Nation management.
15. Commitment to providing services in ways that respect Anishinaabe cultural and spiritual practices.

CLASSIFICATION AND SALARY

\$69,029.02 - \$82,622.32

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Weechi-it-te-win Family Services reserves the right to modify job duties or the job descriptions at any time.

THREE STEP HIRING PROCESS

Step 1(Internal)-An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

Step 2- Members of 9 First Nation Partners – Please indicate on cover letter which community you are a member of.

Step 3- Open to the public

Application must include:

- ✓ Cover Letter – sign and dated
- ✓ Resume
- ✓ Three references (one must be employment related) along with written permission to contact references.
- ✓ Indicate if you are a member of one of our nine affiliated First Nation partner communities.

- Applications submitted without all above required documentation will not be considered
- Only those selected for an interview will be contacted
- Complete job descriptions available upon request

Submit Applications to:

Jackie DeBenedet

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065 Fax number: (807) 274-8435

careers@weechi.ca

DEADLINE TO SUBMIT APPLICATION

Step 1(Internal) and Step 2(First Nation Partner Communities): January 29, 2026 -12:00 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the public on January 29, 2026 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after February 6, 2026.