

Conseil d'administration des services sociaux du district de Nipissing

# **DNSSAB IS HIRING!**

## **Supporting Human Services in Our Community**

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

| BULLETIN NO.: | D2025-16                             |
|---------------|--------------------------------------|
| POSITION:     | Quality Assurance Program Specialist |
| DURATION:     | Permanent Full-Time (Hybrid)         |

SALARY: \$60,068.03 to \$71,846.94 LOCATION: North Bay, ON

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Quality Assurance Program Specialist to add to our exceptional Children's Services team.

Under the general supervision of the Supervisor, Children's Services, the Quality Assurance Program Specialist provides recommendations and supports with the implementation of strategies to ensure the quality of early years and child care programs funded by the DNSSAB (i.e. site visits, on-going provider supports, goal setting and professional learning). This position provides advice, guidance, support, resources and recommendations to external DNSSAB-funded early years and child care programs and services. It assists with the development of processes, plans and prepares reports for Management approval; follows up with inquiries, support with planning and provides professional learning opportunities, supports the implementation of the Ministry's pedagogical approach, supports with fee subsidy services, as required.

## **Qualifications:**

- Post-Secondary diploma in Early Childhood Education and registration with the College of Early Childhood Education;
- 3 years related experience in service delivery or program administration under the Child Care and Early Years Act;
- Working knowledge of the Child Care and Early Years Act, Education Act, the Ontario Child Care Services Management, Ministry Guidelines, federal, provincial and local childcare initiatives;
- Knowledge of standard program and rating scales such as ITERS, ECERS, SACERS, PAS, SECIQS, etc.
- Excellent working knowledge of Ontario's Vision and pedagogical approach "How Does Learning Happen?" for early years and child care programs;
- Good working knowledge of local community agencies and the services that they provide;
- Excellent organizational skills and analytical skills;
- Ability to follow directions and provide appropriate recommendations;
- Excellent communication skills (both verbal and written);
- Working knowledge of PowerPoint, Outlook, MS Excel and MSWord;
- Report writing and presentation skills;
- Excellent customer service skills;
- Understanding of accepted standards with respect to confidentiality;
- Valid Ontario Driver's license and access to a reliable vehicle for use on the job.

#### Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

Applications for the above position will <u>only</u> be accepted through the <u>Plum Recruitment</u> Tool up to **4:30PM**, **Tuesday, March 25th, 2025**. Please follow this link <u>https://bit.ly/3QKXwFz</u> to apply now! You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.

### Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Generous Vacation
  Entitlement
- Paid Sick Days
- Employee Assistance
  Program
- Wellness ActivitiesAnnual Staff
- Development Day
  Long-Service &
- Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to
  Diversity & Inclusion