



*The Family and Children's Services of Frontenac, Lennox and Addington is a progressive child welfare agency that is committed to partnering with communities to provide professional child protection services. We offer an innovative and positive work environment that values continuous learning and staff development.*

## **DATA ANALYST**

**(1) Temporary Full Time Opportunity, Unionized - 35 hours/week – Contract of 5 months**

**LOCATION:** 817 Division Street, Kingston ON

**POSITION AVAILABLE:** immediately until end of August 2016

Reporting to the Quality Assurance Manager, this role will involve entering and modifying/correcting data, and report creation. Consult and conduct needs assessment with management on the types of analysis and reports required to assist in their operation of the business. Preparing scheduled and ad-hoc statistical and narrative reports and participates in the analysis and interpretation of data as appropriate.

**HOURS OF WORK:** Monday to Friday, from 8:30 a.m. to 4:30 p.m., however, flexibility is required in order to meet operational needs.

### **REQUIRED QUALIFICATIONS:**

- University Degree OR Community College diploma in computer sciences
- Knowledge of basis statistics, distributions, probability and measurement scales is essential
- Ability to use basic quality tools, quality management tools, and project management tools is desirable
- Certification or eligibility for certification as a Quality Improvement Associate or Quality Process Analyst would be an asset
- Knowledge of compliance reporting and data analysis of performance indicators.
- Experience with cleansing data sets.
- Advanced working knowledge of MS Excel, Excellent working knowledge of MS Word, PowerPoint, COGNOS,
- Ability to work independently and as a team to prioritize time sensitive tasks with minimal direction
- Exceptional attention to detail;
- Preferred experience in data analysis and database queries;
- Strong organizational skills, and effective written and verbal skills
- Ability to manage several projects concurrently and meet deadlines
- Excellent interpersonal skills, including the ability to work in a team environment and establish effective working relationships at all levels internal and external to the organization
- Bilingualism (fluency in French and English) is an asset. Selected candidates may be assessed.

**Interested applicants are invited to respond in writing by Friday, April 01, 2016 to:**

Human Resources

Family and Children's Services of Frontenac, Lennox and Addington

817 Division Street

Kingston, ON K7K 4C2

or by fax to 613-542-4428 or by email to [hr@facsla.ca](mailto:hr@facsla.ca)

For further information, please visit our website at: [www.facsfla.ca](http://www.facsfla.ca) . We thank all applicants, however only those to be interviewed will be contacted.

*Family and Children's Services of Frontenac, Lennox and Addington is committed to providing accommodations for persons with disabilities. If you require accommodation during the interview process, please inform Human Resources and we will work with you to meet your needs.*