



## Performance Management Data Coordinator Bulletin No. D2023-05

1 Year Contract  
Full-Time

Salary  
\$67,393.74 – \$76,590.69

Location  
North Bay

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 Performance Management Data Coordinator to add to our exceptional team.

The position is responsible for providing statistical data analysis and support through the collection, transformation, analysis and presentation of data. This position is also responsible for assisting and developing a data automation process that leads to more efficient and productive data utilization, and promotes an integrated approach to performance management for all DNSSAB departments, programs and services. This position conducts research, designs data collection processes and tools, monitors and evaluates programs and analyses data to help inform program outcomes and strategic direction.

### Qualifications:

- Successful completion of a College Diploma or University Degree in computer science, statistics, data science or a related field, with focus on data collection and analysis and/or analytical research focus;
- Two (2) or more years' experience in the role of data collection, analysis, research and evaluation, preferably in a social services setting;
- Demonstrated competency in data analysis, and descriptive and inferential statistics; ability to apply quantitative and qualitative statistical methods and analysis;
- Experience working with all types of data from structured and unstructured sources. Includes collecting, cleaning, organizing/transforming, analyzing, and presenting the data;
- Experience working with statistical and Business Intelligence (BI) software such as SPSS, Tableau, Power BI and Crystal Reports for analysis, reporting, and developing interactive dashboards;
- Advanced computer skills in desktop applications including Microsoft Office and Excel;
- Experience in the application of qualitative and quantitative research methodologies;
- Ability to establish processes that ensure data integrity;
- Detail oriented with keen observation skills; demonstrates a high level of attention to detail, accuracy and precision in work processes;
- Good knowledge and understanding of the social services sector;
- Excellent communication, interpersonal, technological, and analytical skills required; ability to communicate in both official languages is considered an asset;
- Ability to work in a stressful, fast-paced and constant change environment; ability to be flexible in order to adapt to changing work requirements; comfortable working in non-standardized work environments and outside regular business hours;
- Demonstrates respect of the confidentiality of privileged and sensitive information and/or data;
- Time management skills and the ability to work independently;
- A valid Ontario Driver's License and a vehicle for use on the job.

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

Applications for the above position will **only** be accepted through the **Plum Recruitment Tool** up to **4:30pm, Thursday, February 16<sup>th</sup>, 2023. Please follow this link <https://bit.ly/3DNHJ2x> 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. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.**



## Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to the 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.

### Contract Full-Time Employees Enjoy:

- Health, Dental & Vision Benefits
- OMERS Pension (Non-Full Time Employees)
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

[www.dnssab.ca](http://www.dnssab.ca)