



EMPLOYMENT OPPORTUNITY

Nimke Nupigawagan Healing Centre

Position: Quality Assurance Analyst/Researcher

Monday to Friday

Position: Quality Assurance Analyst/Researcher, Full Time, Permanent

Hours of work: Monday-Friday (40 hours)

Summary:

Nimke Nupigawagan Healing Centre is seeking a meticulous and detail-oriented **Quality Assurance Analyst/Researcher** with experience in quality assurance or research roles. The ideal candidate will be responsible for ensuring that all projects and services meet the highest standards of quality and compliance while conducting research to support the development and expansion of our services. This role is critical to the future growth of the organization, and the successful candidate will play a key part in the future of this organization.

Essential Duties and Responsibilities:

- Monitor and evaluate the quality of programs and services to ensure they meet internal standards and regulatory requirements
- Develop and implement quality assurance protocols to support program efficiency and effectiveness
- Conduct regular assessments to identify areas for improvement and ensure compliance with policies and standards.
- Collaborate with staff to address and resolve quality related issues in a timely manner.
- Prepare detailed reports on quality metrics, findings and recommendations for document and program enhancement
- Stay up to date with industry standards and apply relevant quality assurance methods to support improvement
- Conduct in depth research
- Prepare reports and presentations to communicate research findings
- Stay up to date on current research trends, industry development and Indigenous health issues and policy
- Participate in the preparation of grant proposals by providing relevant research data and supporting documents
- Ensure projects align with organizational objectives

Qualifications/Skills/Requirements:

- A university degree, college diploma or certification in any field of study demanding rigorous research, writing and analysis
- 1-5 years of work experience in a research and analysis role
- Proven experience in data collection, analysis and reporting
- High level of accuracy and attention to detail
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to manage multiple projects and meet tight deadlines
- Indigenous candidate preferred

Benefits:

- OMERs Pension
- 100% Benefit coverage
- Ability to commute/relocate or plan to relocate before starting work (required) to the Chippewas of the Thames First Nation. An allowance may be provided for relocation.

OTHER CONSIDERATIONS

Nimkee Nupigawagan Healing Centre focuses on Indigenous traditional healing modalities. Employees are expected to be involved in traditional ceremonial and cultural activities to support our participants healing. Employees must be able to participate in ceremonies including smudging, sweat lodge, healing circles, and other ceremonies as a condition of employment.

ACCESSIBILITY AND ACCOMMODATION

If you require a specific accommodation because of a disability or a medical need, please reach out to the HR and Operations Manager for arrangements.

Please send resume, cover letter, and copies of credentials and any letters of recommendation to

Dave Trudel, Manager of HR Training and Standards
Nimkee Nupigawagan Healing Centre
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519-264-2277, ext. 227 hr@nimkee.org