



PROGRAM QUALITY ASSURANCE ASSISTANT

Full-Time

Family Transition Place (FTP) is a multi-service agency that provides a range of programs and services in the County of Dufferin and Town of Caledon communities. Programs and services include: emergency women's shelter; counselling; transitional housing and legal support; community education. For more information please visit www.familytransitionplace.ca.

FTP has an opportunity for a full time Program Quality Assurance Assistant. The successful candidate will provide a range of support that will include, but not be limited to: monitoring and reviewing client files, summaries and reports; administering and monitoring client databases to ensure records are up to date, complete, and produce necessary reports; supporting program policy development; and administrative tasks as necessary.

Qualifications:

- Experience in quality assurance and administrative practises or the equivalent combination of education and experience to demonstrate competence
- Strong understanding of and commitment to privacy policies and practises related to the access of critical and sensitive information
- Demonstrated knowledge and competence in a variety of computer programs
- Effective and clear oral and written communication skills
- Appropriate professional boundaries,
- Commitment to continuous learning
- A commitment to feminist principles of equity and empowerment of women and to working from an ARAO/Intersectionality lens
- Strong interpersonal skills and the ability to collaborate effectively with individuals from diverse backgrounds
- Vulnerable Sector Police Clearance Certificate and maintaining of clearance requirements during course of employment

Hours of Work:

- Monday to Friday, 8:30 a.m.–4:30 p.m.

Compensation:

- \$41,334 - \$45,928 per year
- Employee Benefits package

**Please forward your resume and letter of application by
4 p.m., Friday, January 26, 2024, to
jobapplication@familytransitionplace.ca**

follow us on:



Safety. Support. Hope. Building healthier communities – one relationship at a time.

20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243
www.familytransitionplace.ca Charity BN: 107376378RR0001

