



January 31, 2023
Job posting #2023-03

Permanent Full-Time Report Automation & Systems Analyst

The York Region Children's Aid Society (YRCAS) is a non-profit community organization legally mandated to protect children and youth from abuse and neglect. As a leader within the child welfare sector, we partner with parents, caregivers, and community to provide a safe environment for children and youth, through equitable, culturally aligned services.

Comprised of interdisciplinary teams of diverse professionals who push boundaries in support of family centered care, we engage with children and families for a stronger, healthier community within the York Region.

YRCAS is fully committed to a culture of belonging and an inclusive environment that encourages every team member to lead within their role, generate innovative ideas that reinforce our mission and goal to create a healthy workplace and community where children youth and families thrive.

To support us on our journey, YRCAS is looking for a Report Automation & System Analyst to support our Quality Department.

Why Work for Us?

- ❖ Hybrid working model (working virtual and in person)
- ❖ Casual dress code
- ❖ Employer paid Group Insurance and Health & Dental Benefit
- ❖ Four (4) Weeks of Vacation accrued per calendar year
- ❖ Five (5) float days per calendar year
- ❖ One day off every five (3) weeks during Winter months
- ❖ Shortened Summer hours
- ❖ OMERS Pension, with employer and employee sharing premiums equally
- ❖ CAA Membership Reimbursement and Mileage Reimbursement
- ❖ Enhanced Wellness Initiatives Virtual Fitness Classes

SUMMARY OF DUTIES & RESPONSIBILITIES

- Deliver insights through Power BI Dashboards – Create clean, user-friendly dashboards that can communicate advanced insights in simple and understandable ways.
- Analyze case trend through time series forecasting using various statistical techniques and modelling.

Offices

Main Office:

16915 Leslie Street
(Kennedy Place)
Newmarket, ON
L3Y 9A1

Richmond Hill Office:

120 East Beaver Creek
Road, Suite 301
Richmond Hill, ON
L4B 4V1

Vaughan Office:

3901 Highway 7 West,
Suite 202
Woodbridge, ON
L4L 8L5

- Create and implement data collection tools, mechanisms, and databases by leveraging new software
- Manipulate data and create data sets to develop reports and dashboards that meet the goals of the Agency and its stakeholders.
- Support Service Excellence team in Data Quality improvement Projects to create organizational efficiencies and improvements.
- Assist in the development of methodologies for program review, evaluation, and outcome measurement, as well as stakeholder feedback initiatives.
- Support and contribute to the improvement of analysis and reporting systems for findings of quality assurance activities and mandatory quality and compliance related activities.
- Provide insight on data integrity in supported systems.
- Develop and train staff using data visualization tools.
- Maintaining data documentation and definitions.
- Serve as a resource to projects, committees, and Agency initiatives as applicable.
- Participate in committees and provincial and community working groups as applicable.
- Experience working with very large data sets, able to manipulate, extract, and analyze data.
- Serve as a resource to projects, committees, and Agency initiatives as applicable.
- Other duties as assigned

QUALIFICATIONS

Education and Experience

- Diploma in Data Analytics, Business Intelligence, Data Visualization, Applied Statistics, Data Science or a related field.
- Minimum of 2-4 years of progressive work experience in the field of Power BI development, SQL programming, reporting, analytics experience, AI, Power Apps, Cloud, Web developer and data analytics experience
- Strong working knowledge of MS Excel and Python

KNOWLEDGE AND SKILLS

Technical Skill Requirements

- Experience working with a Business Intelligence (BI) tool: Power BI or Tableau.
- Power BI tools – Power Query, Advance Query Editor, Power BI Desktop, Power BI Service
- Strong SQL skills; write complex SQL queries, functions, triggers, stored procedures
- Experience with Microsoft Power Platforms and Microsoft SQL Server.
- Experience calculating columns and calculating measures using DAX and data modeling
- Comfortable with Microsoft Power Platforms - Create Data and Model Driven Apps.
- Experienced using Structured Query Language (SQL)- Comfortable working in a relational database, querying, cleaning, and creating stored procedures and data sets.
- Skilled in the areas of Data warehousing, Business Intelligence, and data analytics.



- Design and development of scorecards, KPI, with appropriate targets to support ongoing quality measures, planning and reporting
- Experience in using Python. Ability to leverage Python to analyze large and small data sets by applying advanced analytic techniques.

- Experience working with very large data sets, able to manipulate, extract and analyze data.
- I.T. Administrator access/capacity to support quality and data needs
- Demonstrated knowledge of programming language and coding experience
- Experience and knowledge with Microsoft ecosystem
- Demonstrated ability to understand and communicate complex business requirements to technology teams

WORK REQUIREMENTS:

- Good organizational, interpersonal and communication skills and able to work independently and as part of a team.
- Excellent computer skills, with superior knowledge of MS Excel, including advanced functions (e.g., Formulas, Pivot Tables, VLOOKUPS, Macros, etcetera)
- Strong proficiency with data visualization tools, with a particular emphasis on Power B.I.
- Minimum 2 years of experience in database design administration and data modelling with strong focus in all versions of SQL server
- Working experience with Cognos reporting
- Proficient in analyzing complex data and interpreting results.
- Superior documentation and reporting skills.
- Knowledge of database management and SQL considered an asset.
- Excellent verbal and written communication skills with the ability to communicate technical concepts to a technical and non-technical audience.
- Demonstrated critical thinking, problem solving and decision-making skills
- Knowledge of database theory and logical and physical database design.
- Knowledge of networking, middleware, and web server interfaces.
- High attention to detail and problem-solving ability to address data quality and performance issues and reporting requirements
- Strong teamwork and communication skills, plus a flexible approach to tasks and the working environment
- Understanding of Project Management principles

ASSETS:

- Knowledge of CPIN (Child Protection Information Network) system
- Experience in the child welfare sector
- Experience using Cognos

PAY GRADE: Non Union- Pay Grade 7 (\$ 68,580.60- \$ 86,786.27)

HOURS OF WORK 33.75 hours per week

Candidates who meet the qualifications are welcome to apply and should do so in writing to human.resources@yorkcas.org no later than 11:59 PM February 9, 2023. **Please quote job posting #2023-03 Report Automation & Systems Analyst.**

We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Employment at York Region Children's Aid Society is conditional upon the verification of credentials, a satisfactory vulnerable sector check, a class "G" driver's license with daily access to an insured vehicle, and proof of COVID-19 vaccination (2 doses required), as per YRCAS' Mandatory COVID-19 policy.

York Region Children's Aid Society works in a hybrid virtual and on-site working environment.

Anti-Oppression/Anti-Racism at York Region Children's Aid Society

YRCAS is committed to having a workforce that is reflective of the diversity of York Region and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Diversity, Equity & Inclusion

York Region Children's Aid Society is committed to employment equity, diversity and inclusion in the workplace, and fostering equity, diversity and inclusion in recruitment practices is a key aspect of the search process. The current posting is in search of candidates who identified from the following equity seeking groups; women, racialized persons/persons of colour, Indigenous Peoples, persons with disabilities, and persons of the 2SLGBTQ+ community. If you are of the aforementioned identities, and feel comfortable making it known, you may choose to self-identify as member of a designated group. Any information directly related to you is kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer.

Vaccination Policy

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The candidate will be asked to provide York Region Children's Aid Society with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. As described above, the requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the Code, requests for accommodation from the vaccine policy will be assessed on a case-by-case basis and will be subject to York Region Children's Aid Society accommodation process.

Accommodation at YRCAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants that may require accommodation during the selection process are encouraged to notify the Human Resources Department when contacted for an interview.

Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process, which will enable you to be assessed in a fair and equitable manner.

Children at the heart of all that we do!

