



# Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0

Phone 519-289-5555 [www.COTTFN.com](http://www.COTTFN.com)

Chippewas of the Thames First Nation is accepting applicants for the position of:

**Position Title:** Quality Assurance Specialist  
**Department:** Community Development  
**Hours of Work:** 37.5 hours per week working onsite 8:30am – 4:30pm  
**Location:** 320 Chippewa Road, Muncey ON  
**Posting Date:** March 13, 2026  
**Posting Closes:** April 3, 2026

## **Summary:**

The Quality Assurance Specialist plays a key role in advancing Chippewas of the Thames First Nation's Child-Centric Approach by helping ensure programs, services, and policies are grounded in the wellbeing of children, families, kin, and community. This position is responsible for developing and maintaining quality assurance and performance management systems that set clear standards, strengthen engagement integrity, build meaningful measures and reporting tools, and support continuous improvement across services and implementation. The role is rooted in Deshkan Ziibiing values, community realities, and wellbeing domains aligned with the Sustainable Development Goals.

## **Responsibilities:**

- Develop and maintain a Nation-wide quality assurance framework to support Child-Centric planning, engagement, implementation, and evaluation.
- Establish standards, templates, and procedures for documentation, decision-making, and evidence use across programs and initiatives.
- Create quality criteria that reflect Child-Centric principles, cultural safety, equity, and trauma-informed practice.
- Build and manage performance measurement frameworks, including indicators, targets, logic models, and outcomes maps aligned with holistic wellbeing.
- Monitor trends, gaps, and barriers affecting children, youth, and families, and turn data into clear recommendations for action.
- Verify data quality and integrity, document limitations, and maintain evidence records to support policy and law development.
- Support high-quality engagement and consultation processes that protect member voice and use culturally grounded methods.
- Review draft laws, policies, and implementation plans to ensure they are practical, evidence-based, and aligned with engagement findings.
- Lead continuous improvement processes by identifying risks, conducting root-cause analysis, and supporting corrective action plans.
- Prepare dashboards, monitoring reports, and decision-support materials, while coaching internal teams on quality assurance, reporting, and ethical data practices.



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## **Qualifications:**

- Post-secondary degree in a relevant field such as Public Policy, Social Sciences, Evaluation, Data Science, Indigenous Studies, Social Work, Public Administration, or a related discipline.
- A graduate degree in a related field is an asset.
- 3–5 years of experience in quality assurance, program evaluation, performance measurement, policy analysis, or related work.
- Experience designing and implementing frameworks, indicators, or monitoring systems for programs or initiatives.
- Experience working with Indigenous communities or in a First Nation context, ideally in child, youth, family, or community wellbeing.
- Experience with data analysis, reporting, and translating evidence into practical recommendations for decision-makers.
- Experience facilitating engagement processes, consultation, or community-based research is considered an asset.

## **What Chippewas of the Thames First Nation Has to Offer:**

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

**Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.**

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

[human.resources@cottfn.com](mailto:human.resources@cottfn.com)

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "Quality Assurance Specialist" in your application.

*We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request (by email to [human.resources@cottfn.com](mailto:human.resources@cottfn.com)) for candidates taking part in all aspects of the selection process.*



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*As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.*