



DATA ANALYST JOB AD/JOB DESCRIPTION

Data Analyst OGD-026-011

OGWADENI:DEO Permanent Full-Time

Applications will be received by Ogwadeni:deo **up to 4:00 pm on September 26, 2026 or until filled** for the **Data Analyst** position with Ogwadeni:deo. The Job Posting and Job Description are also available for printing from the www.greatsn.com website.

Ogwadeni:deo offers:

- ✓ **100% employer Paid Extended Health & Dental Benefits** with **Greenshield** as our provider our plan includes
- ✓ Extended Health **single and family coverage**
- ✓ **Life and Dependent** life Insurance
- ✓ **\$ 1,500.00 Annual Health Care Spending Account**
- ✓ **100% paid Employer Long Term Disability** with Desjardins as our provider
- ✓ **Vacation plans starting at four (4) weeks**, with recognition of years of service from previous Child Welfare experience
- ✓ **Fourteen (14)** additional designated paid days (Statutory included)
- ✓ Industry leading wages with recognition of previous position experience for wage grid placement
- ✓ OMERS Defined Benefit Pension Plan

The Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through Ogwadeni:deo website [Get Involved – Ogwadeni:deo \(ogwadenideotco.org\)](http://ogwadenideotco.org).

- ✓ **NO LATE APPLICATIONS ACCEPTED**
- ✓ **Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**
- ✓ **We thank all applicants for your interest, however, only those applicants receiving interviews will be contacted**

JOB SUMMARY:

The Data Analyst has responsibility for monitoring staff use and maintaining the Ogwadeni:deo Information data base, for training new staff in the use of the system and all staff in the use of any new functionality periodically added to the system, for analyzing the information entered into the system and the generation of both regular and ad hoc reports required by the Director, Manager of Services, the Community Commission and MCCS, and for any other duties that may be assigned by the Director.

Type	Full Time
Closing Date	September 26, 2026 or until filled
Term:	Permanent
Hours of Work	35 hours per week
Wage	\$61,000-\$77,600 per annum

BASIC QUALIFICATIONS:

- Must have a Bachelor of Computer Science and a minimum of 3 years' experience in computer applications **or**
- Post-Secondary degree with relevant credentials related to analysis, statistic and/or research techniques and American Society Quality, Certified Manager of Quality & Organizational Excellence (ASQ CMQ/OE) certification with 5+ years of experience in the areas of quality assurance, continuous improvement and/or process engineering.
- Must have 3 years equivalent experience, monitoring and maintaining servers preferably in a social services environment.
- Must possess a valid Ontario class "G" driver's license.
- Required to be principal driver of a vehicle for use on pre-designation business.



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- Must submit a favourable criminal reference check and vulnerable sector screening.
- Must be willing to work flexible hours.
- Will be Ogweho:weh In preference to other applicants.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method # 1: OGWADENI:DEO IN PERSON DROP OFF – Applications must include all of the following:

1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Photocopy of your education diploma/degree/certificate and transcript.
4. Place all documents listed above in a sealed envelope and mail to or drop off at:

DATA ANALYST OGD-026-011 OGWADENI:DEO
Permanent Full-Time
ATTN: HR
2469 Fourth Line
Ohsweken, Ontario N0A 1M0
Business Hours Monday to Friday 8:30 am to 4:00 pm

Method #2: EMAIL SUBMISSION

1. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
2. Please email application package careers@ogwadenideotco.org
 - a. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance please reach out to Human Resources at 519-445-1834 ext. 4554 or via email at careers@ogwadenideotco.org.

Method #3: Online

1. Please visit: [Get Involved – Ogwadeni:deo \(ogwadenideotco.org\)](https://ogwadenideotco.org) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:

Insert Finalized Date



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1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Copy of your education diploma/degree/certificate and transcript.

If you have any questions or need assistance, please reach out to Ogwadeni:deo Human Resources at 519-445-1864 or via email at careers@ogwadenideotco.org



OGWADENI:DEO
Taking Care of Our Own

DATA ANALYST - Job Description

Title of Immediate Supervisor:	Supervisor, Quality Assurance Lead	Team:	Technology
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Mission

We are dedicated to assuming our responsibilities for taking care of children in partnership with the community:

- By strengthening families through healing at home and in the community,
- By practicing client centered approaches,
- By honoring the family of origin,
- By valuing, upholding and bringing forward Oghwehon:we/Haudenosaunee/Indigenous knowledge as foundational practices of family wellness, and
- By respecting the expertise within the community.

We will demonstrate kindness and understanding to reinforce Oghwehon:we values in the practices of delivering, managing and administering our services. We strengthen the relationships of women and men in a gender balanced development of family systems.

Purpose of the Role

The Data Base Research Support has responsibility for monitoring staff use and maintaining the Ogwadeni:deo Information data base, for training new staff in the use of the system and all staff in the use of any new functionality periodically added to the system, for analyzing the information entered into the system and the generation of both regular and ad hoc reports required by the Director, Manager of Services, the Community Commission and MCCS, and for any other duties that may be assigned by the Director.

Major Position Responsibilities

RESPONSIBILITIES AND SUPPORT TO OGHWEHO:WEH FAMILIES, CHILDREN AND YOUTH

- Assists the Director and Senior Management Team in ensuring that effective case and financial system information systems are maintained for service delivery support, for internal and external reporting requirements and for security of files and client confidentiality.
- Recommends changes to in-use Information systems that may be required to better support front line service delivery and financial management as well as for the generation of internal/external required reports; and either make such changes if and as permitted by the systems employed or contracts with the system vendor(s) to make such changes as are approved.
- Undertakes such general and regular data base maintenance actions as are needed and can be initiated in-house to ensure continuous and proper operation of the Information system.
- Develops standard reports, as regularly required by the Director, the Community, Commission, Committees of the Commission and MCCS either in-house or by contract with the data base vendor as approved by the Director.
- Develops ad hoc reports as periodically required by the staff and approved by the Director.
- Conducts research using the Information contained in the data base to answer specific questions raised by staff and Management if and as approved by the Director.
- Develops internal research designs, costing and funding proposals as directed, and conducts/oversees the required research upon approval (if internal funding is required to complete the research),

With the Community:

- Acts as a role model and represents and promotes the Ogwadeni:deo program in a courteous, cooperative and professional manner.

SELF-REFLECTING ON ACTIONS TAKEN

Errors in carrying out the responsibilities of the position could result in:

- Loss of credibility, trust and public confidence in the Ogwadeni:deo program
- Legal and/or financial liabilities
- Loss of protection designation and program funding

TAKING RESPONSIBILITY

Works, as directed within the Child Welfare information systems and parameters set out in the recording and reporting

Date



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parameters set out in such provincial legislation/regulations/policy guidelines as have been agreed to by the Ogwadeni:deo Community Commission.

Knowledge, Experience & Skills Required

Basic/Mandatory Requirements

The successful applicant:

- Must have a Bachelor of Computer Science and a minimum of 3 years' experience in computer applications or
- Post-Secondary degree with relevant credentials related to analysis, statistic and/or research techniques and American Society Quality, Certified Manager of Quality & Organizational Excellence (ASQ CMQ/OE) certification with 5+ years of experience in the areas of quality assurance, continuous improvement and/or process engineering.
- Must have 3 years equivalent experience, monitoring and maintaining servers preferably in a social services environment.
- Must possess a valid Ontario class "G" driver's license.
- Required to be principal driver of a vehicle for use on pre-designation business.
- Must submit a favourable criminal reference check and vulnerable sector screening.
- Must be willing to work flexible hours.
- Will be Ogweho:weh In preference to other applicants.

Knowledge Requirements

- Must have a working knowledge of network data base administration and of query and report generation tools (internal to the data base and/or such tools as can be used with a data base).
- Must be proficient with Microsoft Office applications and statistical software:
- Must have a working knowledge of research methodologies and statistical analysis methods.
- Must demonstrate prior capacity to support multiple users' including excellent time management skills.
- Must demonstrate effective interpersonal and oral and written communication skills.
- Understanding of Child Welfare or be willing to learn

Ability Requirements

The successful applicant(s) must demonstrate ability to:

- Work cooperatively with staff and management.
- Relate effectively to community members.
- Must have proven ability to work as a team member and to lead when required.
- Prepare research designs and execute the research.
- Prepare requests for proposals and to evaluate submissions,
- Use relevant computer software (word processing, spread sheeting, and communication's) In day-to-day operations.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Ogwadeni:deo reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of Employee

Date

Ogwadeni:deo is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Ogwadeni:deo Code of Practice.

Date