

Discovery House Family Violence Prevention Society

POSITION TITLE:	Impact & Evaluation Lead
REPORTS TO:	Director of Programs and Research
POSITION TYPE:	Full-time, Permanent
LOCATION:	Calgary, Alberta

What We Do:

Discovery House Family Violence Prevention Society provides a continuum of care and integrated wrap-around services to women and their children fleeing domestic violence. We facilitate transitional housing and offer longer-term, safe places for women and children to call home while they begin to rebuild their lives. Discovery House is about hope and healing using trauma-informed care practices.

What Our Employees Love:

- 3 weeks of vacation to start
- Eligible positions can work from home up to 3 days per week with our Flexible Work Policy
- Additional time off – Sick Days, Wellness Days, and Professional Development Days
- Benefits Package and Employee and Family Assistance Program
- A dog friendly workplace
- We observe all General Holidays in Alberta (including the optional ones) and employees may substitute religious holidays for celebrations that are relevant to their cultural identity
- Our Committees – Health & Safety; Diversity, Equity, & Inclusion; Indigenous; and Social & Wellness
- Potlucks, celebrations, work-life balance, and plenty of fun

We are building towards an inclusive and equitable workplace that reflects the diversity of the communities we live in, creating the opportunity for every employee to reach their potential. We welcome applications from people in all underrepresented groups, believing we are at our best when everyone has a seat at the table. If you don't have all the qualifications for the position but are willing to learn, we invite you to apply. Accommodations are available upon request throughout every stage of our recruitment process.

What You'll Do:

This position requires a passionate leader who is responsible for facilitating a culture of evaluation, ensuring ongoing data analysis, and program evaluation. The Impact & Evaluation Lead works collaboratively with the Director of Programs and Research and Program Leads on program planning functions, as well as with writing of reports, manuals, and policies. This role contributes to the long-term strategy of the organization by strengthening data capacity, research utilization, and evidence-based decision making to ensure program development is based on emerging client needs, evidence-informed practice, and alignment with agency vision, mission, and values.

- Participates as an active member of the Programs and organizational Leadership Team
- Provides direct supervision and leadership to the Data and Evaluation Specialist
- Facilitates a culture of evaluation and data-driven decision making
- Works with the Prevention and Intervention Team to identify scope of continuous improvement projects and ensures alignment with outcomes and expected results identified in business plan

- Develops an effective internal and external network that promotes the integration of organizational capabilities and practices at all levels
- Develops, revises, and implements evaluation frameworks, including logic models, theories of change, and other evaluation components
- Facilitates program monitoring and evaluation strategies to ensure continuous quality improvement
- Leads the development, implementation, and monitoring of data collections processes and tools
- Monitors data collection to ensure integrity and provides feedback and support to improve quality
- Leads the development and implementation of dashboards, program, board, and funder reports
- Leads and supports research initiatives and provides research support such as literature searches, jurisdictional scans, and evaluation reviews
- Communicates with Leadership Team regarding issues of interest, such as emerging best practices
- Develops and implements feedback avenues for families to provide guidance on how the programs can better meet their needs, as part of the stakeholder engagement strategy
- Improves efficiencies across and within programs to provide families cohesive support
- Contributes to requested reports for management, steering committees, and funders
- Collaborates with Community Housing Program Team Lead to monitor accreditation process and ensures appropriate policies and procedures are developed to support best and emerging practice
- Develops and supports Program Leads to monitor the Prevention and Intervention Team training plan in alignment with Accreditation Standards
- Develops staff, board, and client information packages, handbooks, and other materials
- Supports Team Leads with report writing and program evaluation
- Develops knowledge translation materials including reports, presentations, and data visualizations
- Other duties as required

What You'll Bring:

- Bachelor's degree in a Human Services field and three to five years of related experience; an equivalent combination of education and experience may be considered
- Registration with the appropriate professional discipline
- Background in research methods, program monitoring, evaluation methodology, and statistics
- Knowledge of qualitative and quantitative social science research methodologies
- Experience with outcome databases (i.e., Outcome Tracker, HMIS)
- Understanding of domestic violence as a clinical and social issue
- Strong leadership, interpersonal, and communication skills
- Knowledge of Housing First and women's shelters in the non-profit sector
- Ability to prioritize tasks and work effectively independently and as part of a team
- Strong organization skills with a high attention to detail
- Experience with SharePoint and Microsoft Teams preferred

The successful candidate will be required to complete a Criminal Record and Vulnerable Sector Check and an Intervention Record Check.

TO APPLY:

Please send your resume and cover letter to careers@discoveryhouse.ca stating the job title in the subject line. We thank all applicants; however, only those selected for an interview will be contacted.

We acknowledge that we live, work, and play on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations (Bears paw, Chiniki, Wesley), the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta.