

## **POSITION OVERVIEW**

The Evaluator reports directly to the Senior Manager – Grants and Program Evaluations, and ensures the most comprehensive analysis of our programs and their outcomes in order to evaluate program efficacy, make recommendations for improvement, and maintain current funders and attract prospect funders. The Evaluator is responsible for delivering evaluation and high-quality applied research expertise to Discovery House.

## **WHAT THE ROLE ENTAILS**

- Lead the implementation of the Strategic Data Plan/Program Evaluation Framework and dashboard development
- Develop, facilitate and monitor the use of the Outcomes Tracker database, HMIS and FSII
- Collect, monitor, extract and report on data (narrative and visual)
- Data analysis and evaluation to improve program quality and design; identify gaps in agency programs, services, procedures or policies; and to ensure correct metrics are in place to track client progress towards stated objectives/outcomes
- Conduct, as needed, a review of program data collection tools, logic models and processes to ensure data integrity
- Work in conjunction with other agency staff to review evaluation activities to ensure they meet funder requirements, agency and professional standards, and support the case management process
- Report outcomes to funders and other stakeholders, and provide monthly updates to all staff
- Support grant writing by providing timely and relevant data analysis and programmatic outcomes
- Support internal pilot research projects and initiatives with timely research and data
- Support and advise staff in completing independent research/evaluation projects
- Conduct, as needed, training on data entry and evaluation frameworks
- Keep manuals and fact sheets updated
- Facilitate the internal monthly Data Working Group promoting awareness of data and evaluations, and reporting on the impact of programs
- Ensure a collaborative approach with agencies of similar purpose and/or clientele
- Support other staff regarding data and evaluation activities

## **WHAT YOU NEED FOR THIS ROLE**

- Bachelors' degree in the Social Sciences with at least two (2) years of related experience in applied research or program evaluation
- Credentialed Evaluator (CE) designation preferred
- Knowledge of databases, specifically Outcomes Tracker or HMIS
- Strong facility with Microsoft Office, SPSS and data visualizations
- Knowledge of analytics and data visualization software
- Understands the knowledge base of evaluation (theories, models, types, methods and tools)
- Knowledge of qualitative and quantitative research methodologies
- Strong analytical, coordination, problem- solving, group facilitation and collaboration skills
- Strong written and oral communication skills
- Ability to think and act strategically and work with minimum supervision

## **WHAT IS NICE TO HAVE FOR THIS ROLE**

- Knowledge of women's shelters and Housing First
- Understanding of domestic violence and homelessness as clinical and social issues

## **OTHER DETAILS**

- This position is subject to a Criminal Record Check, including Vulnerable Sector Search

**To apply, email your resume and cover letter to [careers@discoveryhouse.ca](mailto:careers@discoveryhouse.ca) by July 22, 2019 with subject line: *Evaluator*.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Discovery House is a respected social profit organization providing a continuum of care for women and their children fleeing domestic violence. We offer transitional housing – offering long-term, safe places to call home while they begin to heal and rebuild their lives. We provide counselling and wrap-around supports to ensure women and their children are equipped to live independently and free from domestic violence. We work directly with children and youth to mitigate the effects of trauma and prevent the cycle from repeating. We also provided individualized community support, which results in healthier families and stronger communities.

Established in 1980, Discovery House works to ensure access to supportive programs for recovery, secure residences for safety and provide innovative therapies to set the stage for a lifetime of healthy relationships, connection and possibility.

Our mission is to end the traumatic cycle of domestic violence for women and children with the values of Safety, Compassion, Excellence, Collaboration and Urgency central to our services and operations.

We are a committed equal opportunity employer situated within the traditional territory of the Blackfoot Confederacy: Siksika, the North and South Piikuni Nations, and the Kainai Tribe, including other members of Treaty Seven First Nations the Tsuut'ina Nation, and the three Bands of the Stoney Nakoda Nations; Chiniki, Wesley, and Bearspaw. The City of Calgary is also home to Métis Nation of Alberta, Region III, and all those who have made their home in this area.