
JOB DESCRIPTION**Final Settlement Agreement Policy Analyst****SUMMARY:**

The Final Settlement Agreement (FSA) Policy Analyst is responsible for assisting the Social Services Director and FSA team Manager with FSA meetings which will provide framework for: Reform of the First Nations Child and Family Services (FNCFS) Program; Improve implementation of Jordan's Principle; and Reform of Indigenous Services Canada (ISC) to prevent the recurrence of discrimination in NAN Territory. The FSA Policy Analyst is responsible for identifying issues affecting the people of NAN, as well as, monitoring governmental or legislative changes that may affect social services issues. The FSA Policy Analyst will work with FSA Team to prepare policy documents, prepare briefing notes, proposals and liaise with FSA Parties, First Nation organizations, and third parties.

DUTIES & RESPONSIBILITIES:

- To review and analyze federal and provincial legislation, policy and regulations to determine whether they meet the needs of Aboriginal people in the NAN territory in respect to the FSA.
- Determine the shortcomings and identify changes to FNCFS Program, Jordan's Principle implementation and ISC.
- To participate in the preparation of policy documents related to social services and FSA initiatives in consultation with Chief's Committee on Children, Youth and Families, First Nation and Tribal Council representatives.
- To inform and prepare recommendations regarding changes for the Executive Council and the NAN Chiefs.
- To research funding, develop/write funding proposals and coordinate special projects related to the FSA.
- To monitor the work of consultants on research and special projects in coordination with the Social Services Director and FSA Team Manager.
- To liaise with counterparts in other First Nation organizations on Social Services, Child Welfare, Jordan's Principle and other initiatives in respect to the FSA.
- To assist First Nations, Tribal Councils and other affiliated organizations in planning and implementing Social Services, Child Welfare and Jordan's Principle initiatives and/or policy changes.
- To prepare annual proposals for funding agencies.
- All other duties, as required.

ACCOUNTABILITY:

The FSA Policy Analyst is under the day-to-day supervision of the FSA Team Manager, with overall accountability for performance to the Chief Administrative Officer. The FSA Policy Analyst may receive political direction from the Executive Council member holding the Social Services Portfolio.

COMPETENCIES AND QUALIFICATIONS:

Candidate must possess the following skills and attributes:

MINIMUM REQUIRED EDUCATION, EXPERIENCE AND COMPETENCIES:

- Knowledge of Jordan's Principle and the reform of FNCFS program in relation to the Canadian Human Rights Tribunal proceedings is an asset.
- University degree or diploma related to social services field.
- 3 years' practical experience related to social services.
- *OR a combination of experience and education equivalent to the above*
- Ability to accurately analyze and prepare recommendations and interpretations of social and governmental trends affecting social services issues.
- Excellent written, verbal, computer and presentation skills
- Knowledge of issues affecting First Nations and interrelationships between federal and provincial legislation and **First Nations and First Nations organizations**

- Must be available for occasional travel

PREFERRED/ADDITIONAL EDUCATION, EXPERIENCE AND COMPETENCIES:

- 5+ years of relevant experience
- Program management experience (including financial management, proposal preparation and reporting)
- Experience working in a non-profit, political advocacy environment
- Specific experience working with NAN communities, tribal councils and affiliated organizations.
- Class G license Preferred
- Ability to speak a NAN language (Cree, Ojibway or Oji-Cree)

LOCATION OF WORK: Thunder Bay, Ontario

PORTFOLIO: Social Services – Final Settlement Agreement Team

CREATED /LAST UPDATED: February 2022