

Job Description

Early Years Policy Analyst

SUMMARY:

The Early Years Department requires a qualified and motivated individual to work collaboratively with the Early Years team to support and expand Nishnawbe Aski Nation's policy work and programming related to early childhood and child development with a specialized focus on Fetal Alcohol Spectrum Disorder (FASD).

FASD can have significant personal impacts on individuals, families and caregivers therefore the Policy Analyst will work within a multi-disciplinary, collaborative team involving partners from a variety of sectors, including, but not limited to, developmental services, mental health, rehabilitation services, and Indigenous services, and health, education and justice sector partners, as well as internal NAN departments, NAN First Nation's and Tribal Councils to develop recommendations that will further guide policies and practices to supporting NAN individuals, families and communities.

ACCOUNTABILITY:

The Early Years Policy Analyst is under the supervision of the Manager Early Years Department with overall accountability for performance to the Chief Administrative Officer.

DUTIES AND RESPONSIBILITIES:

- Lead and support the department's strategic planning and operational work plans related to FASD.
- Review and analyze existing provincial, and federal FASD strategies and frameworks and provide a summary report and recommendations
- Research and provide recommendations for evidence based FASD information to ensure consistent and proper knowledge translation and best practices for support and intervention.
- Provide recommendations on integration of FASD into other existing frameworks.
- Work closely with NAN First Nations, Tribal Councils and other stakeholders in development and implementation of new and existing programs, legislation, and policy directives.
- Support and enhance community-based service providers capacity to take a supportive lens and consider the FASD-based needs in their approaches to programming and interventions.
- Develop and coordinate the NAN FASD Action Team under Mamow Sakinichinitoonanoowan Aswashishaak Onci
- Support the creation and interactive delivery of curriculum and training materials to support community initiatives.
- Participate in joint projects with stakeholders, inter-ministry partners, and consultants and develop, coordinate, and evaluate in-depth and comprehensive reports and analysis.
- Prepare follow up information in response to inquiries and requests for information requiring detailed research, analysis, and interpretation of program/ministry issues.

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- Draft correspondence, proposals, discussion papers, internal documents and briefing notes as required/requested.
 - Represent NAN at meetings, conferences, workshops, etc. for purposes of presenting or gathering information.
 - Participate in special projects as directed; and
 - Perform other duties as assigned

COMPETENCIES AND QUALIFICATIONS:

- Master's degree in social work or other relevant field, or combined equivalent experience and education
- Certification in addictions and substance abuse is an asset
- 3 years' experience working with case management, addictions counselling, mental health counselling, crisis intervention counselling
- 3 years' experience working with First Nation individuals and communities
- Professional membership and/or Registration in the Ontario College of Social Workers and Social Service Workers is an asset
- Knowledge of culture and local Indigenous communities
- Experience and knowledge working with children/youth impacted with FASD and their families is an asset.
- Ability to adhere to ethical practices
- Strong organizational skills with the ability to work effectively and independently
- Excellent communication skills
- Strong attention to detail with excellent assessment skills
- Ability to establish and maintain effective working relationships with others and across teams
- Excellent interpersonal skills with the ability to communicate clearly
- Computer literacy including skills in word processing, e-mail, PowerPoint, Excel, Microsoft Office, etc
- Ability and willingness to travel frequently to NAN First Nation communities.
- Up to date immunization record including COVID-19

PORTFOLIO: Early Years
DGC Achneepineskum

NEW : May 2022