

JOB DESCRIPTION

CHOOSE LIFE POLICY ANALYST

SOCIAL SERVICES DEPARTMENT

SUMMARY:

The role of the Choose Life Policy Analyst is responsible for identifying issues affecting the people of NAN, as well as, to review and analyze government initiatives and legislation, coordinate recommendations and options to support the continued funding for the Choose Life initiative, to keep it a simplified process. The Choose Life Policy Analyst will work with departmental staff to prepare policy documents, prepare briefing notes, proposals and liaise with other First Nation organizations and third parties.

The Choose Life Policy Analyst to advise the Director of Community Wellness, the Choose Life team, and the Nishnawbe Aski Nation (NAN) Chiefs on possible impacts and directions relating to the NAN Choose Life process.

DUTIES:

- To research, review, monitor and analyse provincial and federal government initiatives, legislation, policies and/or operational plans which affect the Choose Life Initiative in NAN territory.
- To provide and create recommendations/options and advise the Director, Executive and the NAN Chiefs on possible impacts on the NAN Choose Life Process and Initiative.
- To determine the shortcomings and identify changes that affect the Choose Life Process and Initiative.
- To participate in the preparation of policy documents related to the Choose Life Process and Initiative.
- Draft correspondence, proposals, discussion papers, internal documents and briefing notes for senior management, Working Groups, NAN Chiefs and Executive. Prepare briefing materials on Choose Life Process and Initiative as required/requested.
- Represent NAN Choose Life at meetings, conferences, workshops, etc. for purposes of presenting or gathering information.
- Liaise with First Nations, organizations and other service agencies.
- Respond to requests for information or support related to NAN Choose Life process.
- Work thoroughly with other NAN departments to facilitate and communicate the effective and efficient administration of current and future choose life projects.
- To align and coordinate approaches to improve systemic and policy issues that impact the NAN Choose Life Initiative
- Perform other related duties as assigned.

OTHER JOB REQUIREMENTS: as assigned.

COMPETENCIES AND QUALIFICATION:

- Five (5) years' experience in early intervention services/health related field.
- A degree and/or diploma in the social services field, or health related diploma and/or degree and/or five years related education and practical experience.
- Working experience with First Nations people and a demonstrated understanding regarding related issues and challenges.
- Basic knowledge in accounting principals.
- Demonstrates extensive knowledge of broad spectrum of on-going health issues and health care support systems with a solid understanding of the trends, directions and models of delivery and governance that affect health care in the NAN territory.
- Demonstrates effective leadership abilities, communication, and interpersonal skills necessary to interact effectively internally and externally to develop and maintain effective working relationships.
- High level written, analytical research and presentation skills.
- Excellent oral and written communication and time management skills.
- Organization, contract management, analytical and negotiation skills.
- Ability to execute and be a self-starter and follow through on projects.
- Strong computer skills with expertise in Microsoft Word, Excel and Power Point. Ability to travel regularly to NAN First Nation communities.
- Ability to speak a NAN First Nation language is an asset.

ACCOUNTABILITY:

The Policy Analyst is under the supervision of the Director of Social Services, the Choose Life Program Manager with overall accountability for performance to the Chief Administrative Officer.

LOCATION OF WORK: Thunder Bay Ontario

PORTFOLIO: Social Services

CREATED/LAST UPDATED: March 2023