

## JOB POSTING

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POSITION TITLE:	Researcher and Policy Analyst Project Coordinator - Honoring Youth Voices
REPORTS TO:	Manager of Research and Policy
CLASSIFICATION:	Fixed term contract – October 2023 to March 31, 2024
SALARY:	TBD
LOCATION:	Toronto, Ontario
POSTING DATE:	September 15, 2023
CLOSING DATE:	September 29, 2023, at 4:00pm (EST)

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The Association of Native Child and Family Services Agencies of Ontario (ANCFSAO) is committed to staffing a workplace that is representative of the Indigenous population we serve. We encourage First Nations, Metis, and Inuit applicants to apply and please self-identify in their cover letter.

### POSITION SUMMARY

Reporting to the Manager of Policy and Research, the Researcher and Policy Analyst Project Coordinator will support the work of the Policy and Research Unit across all its portfolio while gaining and expanding on existing skills in research, policy analysis, policy and program evaluation, stakeholder engagement, drafting of policy papers and reports and all other activities as assigned. The Policy and Research Unit at ANCFSAO works closely with our member Indigenous Child and Family Wellbeing Agencies across Ontario, provincial and federal governments and other stakeholders to conduct research, assess policies and programs, identify gaps and needs and recommend evidence-based solutions to influence and provide support on a wide range of child welfare initiatives aiming to improve outcomes for Indigenous children, youth and families receiving services from the child welfare and Indigenous child wellbeing service providers. The incumbent will lead the Indigenous Information System: Honoring Youth Voices project. Funded through the Trillium Foundation Youth Opportunities Fund (YOF), this two-year initiative focuses on extensively involving Indigenous youth in the design and development around the continued exploration of the proof of concept for a provincial collective database for Indigenous Child and Family Wellbeing agencies. The goal for this platform is to collect data that will improve outcomes for First Nations children, youth and families while adhering to OCAP® (Ownership, Control, Access, and Possession) Principles that preserve First Nations data sovereignty.

The Researcher and Policy Analyst Project Coordinator will work with the ANCFSAO Lead agency, as well as ANCFSAO, as their collaborative, to plan and implement project deliverables.

### KEY JOB FUNCTIONS

- Conduct research on a variety of assigned topics
- Monitor various news and other sources to note legislative and regulatory developments impacting child and family service delivery
- Draft a range of products, including but not limited to: environmental scans, statistical analysis summaries and best practice reports along with summary reports, information and briefing notes

- Represent the Association at sector events, as required
- Attend and support consultations and engagements, including outreach, scheduling of consultations, dissemination of materials to participants, and note taking.
- Support member agencies with identified needs such as inquiries and information collection, training and other technical supports as requested
- Formalize collaboration agreement between lead agency and collaboratives
- Responsible for the development of Project Plan for 2-year youth engagement period
- Responsible for the development of Action Plan that supports YOF Key Objectives and deliverables
- Build and manage a collective Indigenous System vision and scope document
- Complete research on youth involvement initiatives in software design and development
- Foster partnerships with ANCFSAO Elder's Advisory Council to ensure YOF project culturally grounded
- Organize learning and mentoring opportunities for youth council
- Document and communicate findings from the requirements gathering process
- Run workshops and training sessions as data gathering tools

## QUALIFICATIONS

- Bachelor's Degree in appropriate field of study or equivalent work experience
- Four or more years of project management experience
- Understand and respect the youth's role in partnership with the lead agency and collaboratives
- Understand youth's interest and influence on the YOF project
- Experience in gathering high level as well as detailed business requirements
- Experience in planning and leading Joint Application Development (JAD) sessions
- Familiarity with elicitation techniques such as brainstorming, document analysis, focus groups, interface analysis, interview techniques, observation, workshoping, and surveying
- Knowledge of policy analysis
- Knowledge in conducting research and collection and reporting of data
- Understanding of Indigenous, provincial, and federal governance structures, lawmaking and regulatory frameworks
- Understanding of policy development processes
- Writing of different types of communications based on subject matter, objective, and target audience
- Understanding of historic and current issues impacting Indigenous peoples
- Experience in developing web technologies and software platforms for maximum usability
- Experience in information systems
- Professionalism and ethical behaviours
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships
- Demonstrate understanding, and commitment to, integrating ANCFSAO's mission and values into practice, service and relationships
- Excellent written and oral communication skills, and strong documentation skills
- Very Good interpersonal skills, with a focus on rapport-building, listening and questioning skills
- Exceptional customer-centric orientation and ability to present ideas in user-friendly language
- Ability to conduct research into a wide range of applicable topics, as required
- Proven analytical and problem-solving abilities
- Highly self-motivated and directed. Keen attention to detail

## WORKING CONDITIONS AND LOCATION

- The role is a hybrid position and requires a suitable home office set up.
- Travel is required across Ontario for meetings and stakeholder consultations. A valid Driver's License and safe driving record as well as access to a reliable vehicle is preferred.
- Clear Police Records Check and Vulnerable Sector Check are required.

All employees with the Association of Native Child and Family Services of Ontario (ANCFSAO) are required to follow the Mission, Vision, and Values of the organization in all circumstances.

## TO APPLY

Please email with the Subject Line, Researcher and Policy Analyst Project Coordinator- Honoring Youth Voices along with the following items to [HRGeneral@ancfsao.ca](mailto:HRGeneral@ancfsao.ca) by no later than September 29, 2023.

- A cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- Resume (include 3 work related references).

Incomplete applications will not be considered. Only those selected will be contacted for an interview. Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self identify.**

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Our Agency is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process, please contact [HRGeneral@ancfsao.ca](mailto:HRGeneral@ancfsao.ca)