



We Are Hiring: POLICY ANALYST

JOB POSTING

Area/Department:	Administration
Reports to:	Chief Executive Officer
Supervisory Responsibility:	No
Employment Status:	Regular Full Time
Location:	Remote
Salary Range:	\$70,252- \$83,957
Commission Eligible:	N/A

Position Purpose:

Under the direction of the Chief Executive Officer, the Policy Analyst initiates policy research, analysis and advocacy on issues related to Mental Wellness for First Nations, towards the achievement of improved outcomes.

Responsibilities:

- Provides strategic advice and support to the Chief Executive Officer and Team Managers to support the First People Wellness Circle mandate, priorities, through own initiative and as directed
- Gathers, classifies, and assesses data, including legislation, laws, policies, trends and government and stakeholder reports within the framework for mental wellness
- Compares data analysis with expressed opinions on proposed policies and develops papers identifying potential positions to such proposed policies
- Prepares letters, reports, submissions, briefs, research, position papers as policy responses are required
- Develops policies, frameworks, strategies, and resources, with a focus on mental wellness
- Quantitative and qualitative data collection and analysis on the First Nation Mental Wellness Continuum Framework
- Promotes recognition of First Nations culture-based initiatives within area of Mental Wellness
- Develops alternative methodologies to improve policy frameworks as they affect First Nations communities, Mental Wellness service providers and other stakeholders
- Participates and presents on committees, government tables and working groups as required
- Other duties as required by the Chief Executive Officer

Minimum Experience Required & Minimum Education:

- A post graduate level degree in mental wellness related discipline (health/public health) or a Master's degree in a relevant discipline (social work, political science, Indigenous Studies, psychology) and a minimum of two years' experience in the area of health policy or health delivery and experience working in and researching within a First Nations context **OR**
- A Bachelor's level post-secondary degree in mental wellness, health or related social discipline and a minimum of five years' experience in the area of health policy or health delivery, and experience working in research within a First Nations context.

Competencies:

- Critical Thinking
- Building Relationships and Strategic Partnerships
- Results Orientation
- Teamwork and Collaboration
- Communication
- Problem Solving
- Addictions and Mental Health Competency
- Cultural Competence and Cultural Safety

Technical Skills:

- Excellent writing, communication, and presentation skills
- Excellent attention to detail, organizational, and time management skills
- Strong analytical and research skills
- Ability to work well autonomously and as a member of a highly collaborative team
- Ability to act with discretion and handling confidential and privileged information
- Curiosity and commitment to learning
- Proficient in Microsoft Office

Language(s):

- Fluency in English (verbal and written)
- Use of or fluency in an Indigenous language would be an asset

Working Environment:

- This position is remote, work from home role
- Access to reliable internet, and private office space to work

What we offer:

- Very Competitive salary, full benefits, pension plan and a stipend for working from home
- 3 weeks of paid leave, plus an additional 2 weeks of paid leave over the Christmas break
- Work with a team of supportive and caring professionals, committed to bettering the mutual health of indigenous communities.

Qualified applicants are invited to submit their resume and cover letter, demonstrating how they meet the criteria. While FPWC appreciates all applications, only those who meet the qualifications will be contacted for an interview. First Peoples Wellness Circle gives preference to First Nation applicants for any employment opportunities as per Section 24(1)(a) OHRC.

Deadline: Applications will be received until position is filled.

Please submit application to: Subject Header: FPWC Policy Analyst

By mail: First Peoples Wellness Circle
Marilyn Kimewon, Executive Assistant
857 Yellek Trail
Nipissing First Nation
North Bay, ON P1B 8G5

via email: marilyn.kimewon@fpwc.ca