

# Ontario Association of Children's Aid Societies

<b>Position Title:</b>	Sr. Program Analyst, Child Welfare Service Excellence Sr. Program Analyst, Child Welfare Operations Excellence Sr. Program Analyst, Government & Stakeholder Relations
<b>Reports to:</b>	Director, Child Welfare Service Excellence and Government & Stakeholder Relations Director, Child Welfare Operations Excellence
<b>Category:</b>	Professional, Grade 9
<b>Positions Supervised:</b>	None
<b>Department:</b>	Child Welfare Service Excellence and Government & Stakeholder Relations Child Welfare Operations Excellence
<b>Position Established:</b>	August 2014
<b>Job Description Revised:</b>	March 2017

## Job Summary

This position researches and analyzes programs, initiatives, trends, data, issues, best practices in the child welfare sector and broader sectors serving children, youth and families, and communicates relevant information internally and to member agencies. The position provides expert advice and guidance to member agencies and provides knowledge and expertise to facilitate the work of OACAS departments and support planning and decision making within the organization. The position consults and engages with members, partners and stakeholders, leads project teams and writes and presents a broad range of materials, and leads the management of project contracts. The position may be assigned a knowledge focus area or areas.

- The areas of expertise of the *Sr. Program Analyst, Child Welfare Service – Indigenous Focus* include the full spectrum of child welfare service including after hours, intake and assessment, family service, children and young people in care, youth transitioning from care, resource parents (general foster/non-relative, kinship service and kinship care), adoption, family visits, Ontario Practice Tools (OnLAC, PRIDE, SAFE, Eligibility Spectrum, Interagency Protocol), Indigenous child welfare including current and historical issues, directions and impact of child welfare for Indigenous children and families; CW service delivery to Indigenous children and

families, and the governance, culture and protocols of Ontario's Indigenous nations and/or communities, Francophone child welfare

- The areas of expertise of the *Sr. Program Analyst, Child Welfare Operations* include all aspects of child welfare operations including funding, financial administration, governance, data analysis, reporting processes and systems, labour relations, and risk management. include current and historical issues, directions and impact of child welfare for Indigenous children and families; and the governance, culture and protocols of Ontario's Indigenous nations and/or communities.
- The areas of expertise of the *Sr. Program Analyst, Government and Stakeholder Relations* include government relations, public policy development and legislative processes, partnership building and management, stakeholder engagement and management, within the broad context of child welfare strategic objectives, directions and initiatives.

### **Duties and Responsibilities**

1. Plans, researches and analyzes child welfare and other relevant programs, practices, operations, new initiatives, surveys, data and research studies to identify and assess trends, directions, gaps, issues and best practices.
2. Monitors and analyzes public policy trends, activities and changes, including legislation, regulation, and standards related to the child welfare sector and broader sectors serving children, youth and families.
3. Writes and/or contributes to reports, issue notes, position papers, submissions, training materials and other documents.
4. Identifies and develops partnership opportunities, writes partnership proposals, contributes to the development of partnership agreements, develops strategies to ensure partnership success, manages long-term partnerships.
5. Conducts environmental scans; identifies and analyzes emerging issues and their impact and develops, assesses and recommends possible solutions.
6. Analyzes and synthesizes data and information to determine its significance, impact and relevance to the Ontario child welfare sector and recommends how and to whom it should be communicated.
7. Works collaboratively with colleagues to provide knowledge and expertise to support the work of OACAS departments through formal and informal liaison and proactive dissemination of information.
8. Provides OACAS management with information, analysis and advice to support effective planning and decision-making.
9. Supports member agencies and other stakeholders by providing expert advice and guidance; developing information materials; responding to inquiries; delivering webinars or other information/training sessions; liaising with networks and committees.

10. Facilitates consultations with member agencies, partners and stakeholders; obtains input and feedback; promotes understanding and cooperation; builds consensus.
11. Participates in and supports OACAS advisory committees, interagency groups and networks; represents OACAS at various meetings as appropriate.
12. Provides leadership to project teams, including developing project work plans, assigning tasks, monitoring and reporting progress and results, and managing vendor contracts.
13. Prepares and delivers presentations to networks, project teams, Ministry representatives, individual member agencies and other stakeholders.
14. Provides guidance to junior staff, as required.

## **Qualifications**

- Undergraduate or graduate degree in:
  - Social Services or related field or equivalent experience (Child Welfare Service Excellence)
  - Public Policy, Political Science, Social Services or related field or equivalent experience (Government and Stakeholder Relations)
  - Social Services, Native Studies or related field or equivalent experience (Indigenous Services)
  - Business, Statistics or related field or equivalent experience (Child Welfare Operations Excellence)
- 5 years' demonstrated experience in:
  - the child welfare sector, or broader sectors serving children, youth and families or related field (Child Welfare Service Excellence)
  - government/stakeholder relations in government, or provincial/national association or related field (Government and Stakeholder Relations)
  - the child welfare sector, or broader sectors serving children, youth and families, working with Indigenous nations and/or communities or related field (Indigenous Services)
  - business administration and/or statistics and data analysis in the not-for-profit sector or related field (Child Welfare Operations Excellence)
  - demonstrated knowledge and understanding of the political landscape in Ontario
  - understanding of political, historical issues and directions for Indigenous Communities across Ontario.
  - appreciation for the unique provisions in the CFSA regarding services to Indigenous children and families in Northern Ontario.
  - experience providing CW services in an Indigenous context
- Knowledge of public policy development processes and Ontario child welfare legislation, policies, standards, programs, tools and processes
- Ability to comprehend and provide advice on policies, program frameworks, guidelines and legislation

- Excellent, demonstrated written communication skills to write clear, concise documents such as reports, consultation papers, issue notes and responses to information requests
- Strong knowledge, understanding and experience working within an equity and anti-oppressive practice framework
- Strong knowledge, understanding and experience working with Indigenous nations, communities and stakeholders.
- Knowledge of research methodologies, tools and technologies to manage research projects and ability to identify and evaluate source and reliability of information
- Ability to collect, analyze and synthesize both quantitative and qualitative information from a variety of sources, including research and scientific data, literature reviews, trends analyses, program information, surveys, operational data
- Excellent analytical skills and judgment to interpret and assess information, determine significance and relevance, identify implications, and recommend how, to whom and in what format it should be distributed
- Strategic thinking, analytical skills, judgment and political acuity to identify issues and analyze their impact on member agencies, partners, stakeholders and OACAS, to identify options to address issues and recommend solutions
- Excellent facilitation, presentation, oral communication and listening skills to conduct consultations, focus groups, webinars
- Strong consulting and problem solving skills to provide expert assistance, advice and guidance to member agencies
- Strong interpersonal, collaboration and relationship management skills to interact effectively and build and nurture effective working relationships with internal colleagues, member agencies, colleagues in other jurisdictions, partners and stakeholders
- Strong negotiation skills and ability to foster cooperation, build consensus, gain support and influence decision making and outcomes
- Project management skills to lead, develop, plan, implement, monitor and evaluate projects; contract management skills to manage vendors
- Proficiency in full suite of Microsoft Office products

Bilingual English/French would be an asset.  
knowledge of an Indigenous language would be an asset.

The incumbent of this position will be a registered lobbyist and spend a significant part of their time lobbying on behalf of OACAS.

### **Working Conditions**

Work involves minimal physical or psychological risk, which could result from unavoidable exposure to dangerous situations or hazardous, disagreeable or uncomfortable working conditions.