

## **Job Posting – Program Analyst**

**POSITION TITLE:** Program Analyst  
**REPORTS TO:** Manager of Prevention Services  
**CLASSIFICATION:** Permanent, Full-Time  
**SALARY RANGE:** \$73,500.00 - \$93,000.95  
**LOCATION:** Toronto, Ontario  
**POSTING DATE:** October 18<sup>th</sup>, 2021  
**CLOSING DATE:** November 8<sup>th</sup>, 2021 at Noon

### **Position Summary**

Reporting to the Manager of Prevention Services the Program Analyst identifies technical assistance needs and recommends evidence-based solutions. Working closely with the Manager, member agencies and ANCFSAO staff, the Program Analyst will conduct program research, review, evaluation and analysis to recommend and provide support to prevention program initiatives and repatriation activities related to the wide range of child and family well-being and services.

### **Primary Responsibilities**

The Program Analyst will lead, coordinate and undertake projects in all aspects of program development, review and evaluation to advise and inform policy, program, and funding recommendations. The position also entails developing comprehensive reports, proposals, research, evaluation and analysis from various sources by:

- Building and maintaining relationships with key sector stakeholders and partners to work collaboratively on project priorities.
- Writing a range of products, including (1) briefs and or reports summarizing key findings, potential recommendations for improvement, and practice- focused lessons learned reports, training needs; (2) practitioner focused documents including implementation guidance, training curriculum supports, and evaluation tools; (3) performance management and Quality Assurance reports; and (4) technical assistance briefs (e.g., summary of best practices, innovative case studies), (5) Presentations as needed.
- Analyzing federal, provincial and regional administrative or survey data to provide insights into issues of policy and practice
- Designing and facilitating meetings with collateral service agencies and stakeholders.
- Organizing and coordinating a range of individual and group technical assistance activities, including recruiting subject matter experts and arranging peer-to-peer consultations, to foster and support program innovation.
- Promoting learning collaboratives within and across agency jurisdictions while providing onsite and remote technical assistance.
- Evaluates the types of services in the child and family well-being sector, inclusive of multi-service agencies, creating a seamless strategy to ensure no child or family falls victim to service gaps.
- Operational Planning (creating work plans based on strategic plan)
- Support the unique needs of program capacity buildings and devolution planning from the existing Indigenous agencies to communities for caring for children, inclusive of case transfers, oversight, accountability, and funding supports/recommended funding proposal(s).
- Lead the program review processes inclusive of analyzing the effectiveness of Indigenous Standards of Care, as developed by the agencies, communities, and preventative based projects.

### **Qualifications**

#### **Preferred Education and Experience:**

- Bachelor's degree in social work, sociology, psychology, human services, public administration, or a related field, or equivalent experience
- Three (3) years experience within a human services program, Indigenous organization, preferably in prevention or child well-being setting
- Experience working collaboratively with multiple organizations
- Experience sharing research findings and working with external agencies to translate findings to inform program development and community capacity building strategies

### **To Apply**

Please email with the Subject Line Program Analyst, and the following items to **HRGeneral@ancfsao.ca**. 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 and a full job description, please contact HR General.

