



## Niijaansinaanik Child and Family Services

*Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention and Protection, Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wasauksing First Nations.*

### **POLICY / PROPOSAL WRITER PERMANENT FULL-TIME**

Reporting to the Executive Director, the Policy/Proposal Writer will lead, coordinate, and undertake projects in all aspects of policy, program planning and development, proposal writing to advise and inform policy, program, and proposal recommendations. The Policy/Proposal Writer will provide technical support, conduct research and write various communiques, briefings and reports. The Policy/Proposal Writer functions within legislative requirements, regulations, policies and procedures and the Mission, Vision, and Values of Niijaansinaanik Child & Family Services and contributes to the accomplishment of the strategic priorities.

#### **KEY JOB FUNCTIONS**

##### **Program and Policy Support**

Developing, coordinating, and evaluating in-depth and comprehensive reports and analyses and research from various sources by:

- Write briefs and or reports summarizing key findings, potential recommendations for improvement, and practice-focused lessons learned reports;
- Write practitioner focused documents including implementation guidance, training curriculum supports, and strategic planning tools;
- Prepare and present project information packages and other education materials as required;

##### **Proposal Writing Support**

- Prepare proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals;
- Determine proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings;
- Gather proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals;

##### **Minimum Education and Experience**

- University degree in Social Work, Public Policy, Community Development or related field of study
- Three (3) years' experience within a human services program, policy research organization, or foundation
- Experience sharing research findings and working with external agencies and communities to translate findings to inform policy/practice.

##### **Knowledge Requirements**

- Knowledge of Niijaansinaanik Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare

##### **Other Requirements**

- Must provide a clear Police Records Check with Judicial Matters
- Must provide a Class 'G' Ontario Driver's Licence and \$1M Auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

##### **Work Site Location:**

- North Bay Office location

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources  
Niijaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@nijjcs.com](mailto:careers@nijjcs.com) or fax to (705) 223-7439

Application deadline is: June 6, 2022 at 4:00 p.m.

Preference will be given to applicants of Native ancestry, please self-identify.

We thank all those applicants for their interest, however, only those selected for an interview will be contacted.

For a more detailed job description, please contact  
Human Resources at [careers@nijjcs.com](mailto:careers@nijjcs.com)