NAN CORPORATE SERVICES

100 Back Street, Unit 200
Thunder Bay, ON P7J 1L2
www.nan.ca

Phone (807) 623-8228
Fax (807) 623-7730
Toll Free 1-800-465-9952

JOB DESCRIPTION

Mental Health Policy Analyst

Health Policy & Advocacy

<u>Summary of Duties:</u>

The Policy Analyst provides technical expertise in policy research, analysis, and evaluation of existing policy and program efficacy, laying the groundwork for new programs and legislation to meet the goals and objectives of the Chiefs'-in-Assembly, by way of mandate. The Policy Analyst will work within a multi-disciplinary, collaborative team, involving partners from a variety of sectors, as well as internal NAN departments, NAN First Nation's, and Tribal Councils to develop recommendations and options to guide policies, programs and practices to support individuals, families, and communities across the NAN territory.

- Research: Conduct primary and secondary research on identified issues and challenges, including gathering data, analyzing trends, reviewing literature, reports and inquests, and identifying relevant case studies and best practices. Collect data from communities, partners, and interdepartmental team members as required.
- Analysis: Employ analytical tools and methodologies to assess the effectiveness, impact, and implications of existing or proposed policies or programs. This involves identifying strengths, weaknesses, opportunities, and threats (SWOT analysis) associated with various options.
- Data Interpretation: Interpret complex data sets and statistics to derive meaningful insights and conclusions. This may involve statistical analysis, data visualization, and other techniques to support evidence-based policy and program recommendations.
- Policy Monitoring: Remain informed on the developments in relevant policy areas, including changes to legislation, regulations, funding priorities, and political dynamics. This may involve conducting ongoing analysis and updating stakeholders on emerging trends and implications for policy decisions.
- Policy Development based on goals and objectives of the Chiefs'-in-Assembly: Develop policy options for consideration, including drafting policy documents, briefing papers, reports, and presentations.
- Assist in logistical planning and implementation for meetings, workplans, activities, workshops and training sessions and objectives related to the program.
- Facilitate program-related meetings and council meetings as assigned/required.
- Participate in all meetings at a local, regional and/or national level as requested, and attend all internal meetings as requested.
- Collect and store department data in an efficient, organized, and confidential manner and upload documentation as required in SharePoint.
- Support the NAN Chiefs'-in-Assembly, and other NAN activities as required.

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- Attend all organization meetings as required and adhere to NAN policies, procedures, and protocols.
- Complete all mandatory training assigned.
- Other duties as required.

Other:

- Must have the ability to run errands and attend meetings at various locations during work hours.
- Frequent travel may be required by car (personal and/or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight.

Competencies And Qualifications:
Education:

University Degree or College Diploma in a mental health related or social services field, such as social work, nursing, or another regulated health profession; psychology, social service worker, or an equivalent combination of education and experience in a related field is required.

Credentials:

Membership in a health professional association or college is considered an asset.

Experience:

3-5 years of experience working in health, social services, or community organization, with a focus on policy development, research or other related experience.

Knowledge and Skills:

- Demonstrates competent knowledge in the area of policy, evaluation, and research.
- Resourceful and creative in developing policies and programs to fit the needs of NAN communities and members.
- Demonstrates a collaborative disposition, flexibility, and the ability to multi-task, organize, problem solve, set priorities, enter data accurately, and communicate effectively.
- Highly computer literate, with competent operational knowledge of modern office technologies, including the Microsoft office suite of applications.
- Ability to communicate verbally, and through writing, efficiently and effectively.
- Demonstrates respect for confidentiality and makes sound decisions.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Familiarity with current community resources, challenges and needs.
- General knowledge of methods, techniques, or procedures that are commonly accepted practices within the predominant field of work.

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- A good understanding and interest in NAN communities, FN organizations and issues, challenges, and current events.
- Thorough knowledge and understanding of Indigenous culture and traditions within the NAN territory and communities.
- Fluency in a NAN dialect (Cree, Anisininew, or Ojibway) is considered an asset.

Effort:

- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity related to sustained keyboard use.

Working Conditions:

- Work within an office setting.
- Work within member First Nation communities, away from home.
- Travel via motor vehicle and aircraft.
- Highway and city driving may be required.
- Working in various meeting locations as required.

Accountability:

This position is under the day-to-day supervision of the Manager of Health Policy and Advocacy, with further accountability to the Chief Administrative Officer for overall performance.