



Employment Opportunity - Office of the Child and Youth Advocate/PEI

Review /Investigation Representative

The Child and Youth Advocate is an independent officer of the Legislative Assembly pursuant to the PEI *Child and Youth Advocate Act* with a mandate to promote and protect the rights of children and youth and provide oversight of government funded programs and services to children and youth. Employees of the Office of the Child and Youth Advocate support the Child and Youth Advocate in carrying out functions under the PEI *Child and Youth Advocate Act* that include: individual advocacy, individual advocacy reviews / investigations, systemic advocacy, systemic reviews / investigations, child and youth engagement, child and youth serious injury and death reviews / investigations, research, reports, and public education / promotion of children's rights.

Responsibilities

Reporting to the Executive Director of the Office of the Child and Youth Advocate, the incumbent is responsible for: providing support for systemic advocacy reviews and investigations and providing support for child and youth serious injury and death reviews and investigations in relation to publicly funded reviewable services; contributing to a child rights analysis in response to policy and legislation consultation requests received by the Office of the Child and Youth Advocate; assisting with development of review / investigation plans to include identification of issues, methodologies and techniques required to conduct a thorough and comprehensive review / investigation informed with a well-reasoned critical analysis and objective assessment of the evidence; conducting quantitative analysis of aggregate data of all child and youth serious injury and death as reported to the Office of the Child and Youth Advocate; identifying and assessing evidence-informed academic articles relevant to a systemic issue or to a specific child and youth serious injury or death to inform the understanding of the issues/contributors and possible strategies for intervention and prevention; co-conducting systemic advocacy reviews and investigations; co-conducting child and youth serious injury and death reviews and investigations; and working respectfully and efficiently, both independently and collaboratively, within a child rights-based team environment.

Requirements

The ideal candidate will:

- have a Bachelor's or graduate degree (preferred) in social sciences or a related discipline (e.g. Social Work, Health Sciences, Psychology, Criminology or Law) from a recognized university, with a minimum of 3 years' experience in conducting reviews and investigations of systems, system issues and evidence-based practices;

Position Title: Review/Investigation Representative

Office: Child and Youth Advocate

Job Reference #: OCYA- REV/INV- 001

Salary Range: \$71,838 -89,798

Closing Date: July 8, 2022 – 4:00 p.m.

- be knowledgeable of child rights practices, emerging trends, progressive policy and practice developments provincially, nationally and internationally;
- be knowledgeable of the PEI *Child and Youth Advocate Act*, the United Nations Convention the Rights of the Child and the United Nations Declaration on the Rights of Indigenous Peoples as it affects children and youth; and,
- have an understanding of ethical practice, including the application of the principles of administrative fairness in the conduct of reviews and investigations.

Conditions of employment are:

- Legally entitled to work in Canada;
- Possess a valid driver's license, have access to a vehicle and be willing to travel throughout Prince Edward Island, as required;
- Willing to work on a flexible work schedule, including working outside of standard office hours, as required; and
- Provide a satisfactory Criminal Record Check, Child Protection Record Check, and Vulnerable Sector Check.

Submit your resume

Office of the Child and Youth Advocate/PEI
BDC Place - Suite 500
119 Kent Street
Charlottetown, PE C1A 1N3
Email: voiceforchildren@ocyapei.ca

When applying to this position, please indicate the job reference number and position title in the subject line.

Your cover letter and resume must clearly indicate how you meet the qualifications.

Applicants are required to review and address in your submission the Review / Investigation Representative Job Description available at www.childandyouthadvocatepei.ca.

Please send your cover letter and resume in one attachment, in either Word or PDF format.

We thank all who apply and advise that only those selected for further consideration will be contacted.



Office of the Child and Youth Advocate

Job Description

Review & Investigation Representative

Purpose

The position of Review and Investigation Representative provides support in reviewing and investigating reports of child and youth serious injury and death and provides support in conducting other systemic advocacy reviews and investigations respecting reviewable services.

Scope

The Child and Youth Advocate is an independent officer of the Legislative Assembly pursuant to the *PEI Child and Youth Act* with a mandate to promote and protect the rights of children and youth; and to provide oversight of government funded programs and services to children, youth and their families. Employees of the Office of the Child and Youth Advocate assist the Child and Youth Advocate in carrying out functions under the *PEI Child and Youth Advocate Act* to include: individual and systemic advocacy, individual and systemic reviews and investigations; child and youth engagement, public education and promotion, child serious injury and child death reviews and investigations, research and the tabling of public reports.

Responsibilities

Reporting to the Executive Director of the Office of the Child and Youth Advocate, the incumbent is responsible for:

- Supporting strategic directions, policies and processes for conducting systemic advocacy reviews and investigations;
- Supporting strategic directions, policies and processes for conducting child and youth serious injury and death reviews and investigations;
- Providing support for systemic advocacy reviews and investigations and participating directly as required;
- Providing support for reviews and investigations of child and youth serious injury and death and participating directly as required;
- Engaging family members, representatives of reviewable services and community representatives, as required, and co-leading interviews on sensitive matters;
- Contributing to a child rights analysis in response to policy and legislation consultation requests received by the Office of the Child and Youth Advocate;
- Participating, as required, in meetings with reviewable service representatives;

- Participating, as required, in inter-jurisdictional initiatives and liaising with other appropriate authorities;
- Co-conducting systemic advocacy reviews and investigations (unrelated to child and youth serious injury and death);
- Co-conducting child and youth serious injury and death reviews and investigations;
- Monitoring and reviewing file documentation and other sources of relevant information to include meeting with family and community members;
- Assisting with development of review / investigation plans to include identification of issues, methodologies and techniques required to conduct a thorough and comprehensive review / investigation informed with a well-reasoned critical analysis and objective assessment of the evidence;
- Assisting with drafting evidence-informed findings and recommendations following a critical analysis of all factual information;
- Ensuring responsibility for due diligence, validation and credibility of all review / investigation findings;
- Conducting quantitative analysis of aggregate data of all child and youth serious injury and death, as reported to the Office of the Child and Youth Advocate;
- Identifying and assessing evidence-informed academic articles relevant to a systemic issue or to a specific child and youth serious injury or death to inform the understanding of the issues / contributors and possible strategies for intervention and prevention;
- Drafting written reports, summary charts, position papers, briefing notes, presentations and other materials for internal and external use, including reviews of research evidence;
- Evaluating individual, systemic and child serious injury or child death statutory responsibilities to ensure principles of continuous quality improvement are applied;
- Working respectfully and efficiently, both independently and collaboratively, within a child rights-based team environment; and,
- Such other duties as required.

Qualifications

- A Bachelor's or graduate degree (preferred) in social sciences or a related discipline (e.g. Social Work, Health Sciences, Psychology, Criminology, Law) from a recognized university, with a minimum of 3 years' experience in conducting reviews and investigations of systems, systems issues and evidence-based practices;
- Experience supporting complex and sensitive reviews / investigations and drafting high quality reports;
- Knowledge of child rights practices, emerging trends, progressive policy and practice developments provincially, nationally and internationally'
- Strong organizational and analytical skills, including the ability to analyze and evaluate research, data, legislation, policy and practices of reviewable services;

- Superior ability to effectively communicate verbally and in writing with a wide range of audiences;
- Ability to effectively summarize large volumes of knowledge and identify trends resulting from data/information analysis;
- Ability to develop and maintain effective working relationships with a wide range of audiences, including the ability to maintain an unbiased, impartial and non-confrontational stance at all times;
- Knowledge of the PEI *Child and Youth Advocate Act*, the United Nations Convention on the Rights of the Child, and the United Nations Declaration on the Rights of Indigenous Peoples, as it affects children and youth;
- An understanding of ethical practice, including the application of the principles of administrative fairness in the conduct of reviews and investigations;
- Excellent time management and follow-up/monitoring skills;
- Ability to analyze and solve problems effectively and co-lead multiple projects or tasks; and,
- Ability to contribute to an organizational culture of excellence, ethical and respectful behaviour.

Conditions of Employment

- Legally entitled to work in Canada;
- Possess a valid driver's license, have access to a vehicle and be willing to travel throughout Prince Edward Island, as required;
- Willing to work on a flexible work schedule, including working outside of standard office hours, as required; and
- Provide a satisfactory Criminal Record Check, Child Protection Record Check, and Vulnerable Sector Check.