



Office of the Child and Youth Advocate/PEI
Employment Opportunity
Strategic Priorities and Policy 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 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 and youth serious injury and death reviews and investigations, research and the tabling of public reports.

Position Title: Strategic Priorities and Policy Representative

Office: Legislative Assembly, Office of the Child and Youth Advocate

Job Reference #: OCYA- SPP/REP- 02

Salary Range: Level 20 Excluded (\$71,838-\$89,798)

Closing Date: March 24, 2023

Purpose

The Strategic Priorities and Policy Representative position is responsible to participate in child and youth serious injury and death reviews and investigations and individual /systemic reviews and investigations, and provides support to the work of the Office of the Child and Youth Advocate to include conducting jurisdictional scans; reviewing legislation, policies and procedures; drafting policies and procedures for the Office of the Child and Youth Advocate; and supporting the mandated responsibilities of the Child and Youth Advocate.

Responsibilities

Reporting to the Deputy Child and Youth Advocate, the Strategic Priorities and Policy Representative is responsible to:

- Provide support to implement strategic priorities identified by the Child and Youth Advocate;
- Draft policies and procedures for the work of the Office of the Child and Youth Advocate;
- Draft written reports, summary charts, position papers, briefing notes, presentations and other materials for internal and external use, including reviews of research evidence;
- Review, collate and draft a child rights analysis of required reviewable service records;
- Participate in child and youth serious injury and death reviews and investigations and individual/systemic reviews and investigations;
- Participate in sensitive interviews with family members, reviewable service providers, professionals, and community representatives;
- Provide policy analysis for individual and systemic reviews and investigations;
- Contribute to a child rights analysis in response to policy and legislation consultation requests received by the Office of the Child and Youth Advocate;
- Participate, as required, in inter-jurisdictional initiatives and liaise with other appropriate authorities;
- Work respectfully and efficiently, both independently and collaboratively, within a child rights-based team environment; and
- Such other duties as required.

Note:

This job description reflects the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the position.

Knowledge, Skills and Abilities

- Knowledge of child rights practices, emerging trends, progressive policy and practice developments provincially, nationally and internationally;
- Strong organizational, critical thinking and analytical skills, including the ability to interpret, analyze and evaluate legislation, policy and practices;
- Superior ability to effectively communicate verbally and in writing with a wide range of audiences;
- Ability to effectively summarize large volumes of information 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-adversarial stance;
- 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 application of the principles of administrative fairness;
- Excellent time management, organization 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.

Qualifications

- A Bachelor's or graduate degree in social sciences or a related discipline (e.g. Social Work, Health Sciences, Psychology, Law, or Criminology) from a recognized university or a relevant undergraduate diploma combined with extensive professional development and experience in policy development, paralegal services, or social services;
- Minimum of 3 years' experience in conducting policy analysis, record reviews, reviews and/or investigations of systems issues and evidence-based practices; and
- Experience in interviewing children, youth, family members and service providers.

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, Vulnerable Sector Check and Reference Checks.

Join Us

The Office of the Child and Youth Advocate is fully committed to creating an inclusive environment and building a team that represents a variety of backgrounds, perspectives, and skills. All qualified applicants will receive consideration for employment without regard to age, race, religion, ethnicity, gender, disability, citizenship status, marital status, actual or perceived sexual orientation. We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.

Compensation and Benefits

Full-time Permanent
Level 20 Excluded (\$71,838 - \$89,798)
Commensurate with education and related experience
Health Benefits and other discretionary benefits

Application Closing Date

Friday, March 24, 2023 at 4:00 pm (ADT)

How to Apply

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

Office of the Child and Youth Advocate/PEI

Email: voiceforchildren@ocyapei.ca