



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

Systemic Advocacy Representative and Legal Advisor

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: Systemic Advocacy Representative and Legal Advisor

Office: Child and Youth Advocate

Job Reference #: OCYA- SYS/REP- 002

Salary Range: \$76,148 - \$95,180

Closing Date: September 29, 2022 – 4:00 p.m.

Responsibilities

Reporting to the Child and Youth Advocate of the Office of the Child and Youth Advocate, the incumbent is responsible for but not limited to:

- Developing strategic directions, policies and processes for the identification of issues for systemic advocacy reviews and investigations;
- Leading systemic advocacy reviews and investigations;
- Preparing systemic advocacy review / investigation plans to include: drafting letters of notification and preparing additional notifications for the Child and Youth Advocate's consideration; identifying issues, methodologies and techniques required to conduct a thorough and comprehensive systemic advocacy review/investigation; and participating directly in advocacy reviews and investigations;
- Drafting a detailed, concise, evidence-informed and factual written analysis of findings resulting from a systemic advocacy review/investigation within a child rights framework, as demonstrated with a well-reasoned critical analysis and objective assessment of the evidence;
- Developing a process and policy to monitor implementation of and compliance with systemic advocacy review/investigation findings in relation to reviewable services;
- Conducting legal research in furtherance of the Child and Youth Advocate rendering advice and recommendations to public bodies and community organizations providing reviewable services to children, youth and their families;
- Providing timely and informed legal advice/support to the Child and Youth Advocate and staff of the Office of the Child and Youth Advocate on matters of jurisdiction, legal rights and child rights-based analysis as required; and
- Working respectfully and efficiently, both independently and collaboratively, within a child rights-based team environment.

Requirements

The ideal candidate will have:

- An LL.B. or J.D. from a recognized law school, with a minimum of 3 years' practice experience in the areas of family law and/or child and youth law;

- Experience in interviewing children, family members and service providers;
- Experience in analysis, review and/or investigation of systemic issues;
- 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 interpret, analyze and evaluate legislation, policy and reviewable services;
- Superior ability to effectively communicate verbally and in writing with a wide range of audiences;
- 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;
- Ability to contribute to an organizational culture of excellence, ethical and respectful behaviour.

Conditions of employment are:

- Successful admission to the Law Society of Prince Edward Island;
- 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

Applicants are required to review the Systemic Advocacy Representative and Legal Advisor Job Description available at www.childand youthadvocatepei.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.

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

Systemic Advocacy Representative and Legal Advisor

Purpose

The position of Systemic Advocacy Representative and Legal Advisor provides leadership in conducting systemic advocacy reviews and investigations; provides legal advice on relevant legislation and legal matters, as well as on the statutory role and responsibilities of the Child and Youth Advocate pursuant to the PEI *Child and Youth Advocate Act*; and provides support to the work of the Office of the Child and Youth Advocate.

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 Child and Youth Advocate of the Office of the Child and Youth Advocate, the incumbent is responsible for:

- Developing strategic directions, policies and processes for conducting systemic advocacy reviews and investigations;
- Developing policies and processes for the identification of issues for systemic advocacy reviews and investigations;
- Developing policies and processes for systemic issue priority determination;
- Leading systemic advocacy reviews and investigations;
- Preparing systemic advocacy review / investigation plans to include: drafting letters of notification and preparing additional notifications for the Child and Youth Advocate's consideration; identifying issues, methodologies and techniques required to conduct a thorough and comprehensive systemic advocacy review/investigation; and participating directly in advocacy reviews and investigations;

- Ensuring responsibility for due diligence, validation and credibility of all systemic advocacy review/investigation findings;
- Drafting a detailed, concise, evidence-informed and factual written analysis of findings resulting from a systemic advocacy review/investigation within a child rights framework, as demonstrated with a well-reasoned critical analysis and objective assessment of the evidence;
- Developing a process and policy to monitor implementation of and compliance with systemic advocacy review/investigation findings in relation to 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;
- Participating, as required, in meetings with reviewable service representatives;
- Participating, as required, in inter-jurisdictional initiatives and liaising with other appropriate authorities;
- Working respectfully and efficiently, both independently and collaboratively, within a child rights-based team environment;
- Providing timely and informed legal advice to the Child and Youth Advocate and staff of the Office of the Child and Youth Advocate on matters of jurisdiction, legal rights and child rights-based analysis as required;
- Conducting legal research to inform administration of the Child and Youth Advocate's role, responsibilities and authority pursuant to the PEI *Child and Youth Advocate Act*;
- Conducting legal research in furtherance of the Child and Youth Advocate rendering advice and recommendations to public bodies and community organizations providing reviewable services to children, youth and their families;
- Providing legal support and advice to the Child and Youth Advocate specific to law and policy reform in the promotion and protection of children's rights;
- Providing legal support/consultation to staff of the Office of the Child and Youth Advocate on individual advocacy and child and youth serious injury and death specific to a child legal rights and human rights analysis;
- Providing professional development and public education on the role and function of the Office of the Child and Youth Advocate, 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, as required; and
- Such other duties as required.

Qualifications

- An LL.B. or J.D. from a recognized law school, with a minimum of 3 years' practice experience in the areas of family law and/or child and youth law;
- Experience in interviewing children, family members and service providers;
- Experience in analysis, review and/or investigation of systemic issues;

- 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 interpret, analyze and evaluate legislation, policy and 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 systemic advocacy reviews and investigations;
- Excellent time management and follow-up/monitoring skills;
- Ability to analyze and solve problems effectively and lead multiple projects or tasks; and
- Ability to contribute to an organizational culture of excellence, ethical and respectful behaviour.

Conditions of Employment

- Successful admission to the Law Society of Prince Edward Island;
- 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.