



# *Independent First Nations*

## *Ending Violence Against Indigenous Women, Family Well-Being Policy & Program Advisor*

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### *Job Posting – April 4<sup>th</sup> 2018*

*The IFN's are seeking a highly motivated dynamic individual with expertise built on knowledge, experience and skill to fulfill the responsibilities of an Ending Violence Against Indigenous Women – Family Well-Being Policy/Program Advisor on behalf of the IFN Communities to start in May 2018. This exciting opportunity will allow the successful candidate to develop collaborative working relationships and partnerships with unique and distinct communities across Ontario and be in the position to facilitate knowledge transfer, skill development and support capacity to help communities, families and individuals provide healing and wellness through Family Well-Being Programs towards Ending Violence Against Indigenous Women.*

**POSITION TITLE:** IFN EVAIW – Family Well-Being Policy/Program Advisor  
55,000 per year.

#### **Term**

The IFN EVAIW FWB Policy/Program Advisor is a term contract position with salary, benefits until the end of March 2019 with a potential of renewal pending funding and successful performance appraisal. The IFN EVAIW FWB Policy/Program Advisor will be governed by IFN Policies and be required to report to IFN Leadership, work with the IFN EVAIW Social Network and IFN Family Well-Being Workers, under the supervision of the IFN EVAIW Social Coordinator.

#### **Location**

Flexible via Satellite Office

#### **PURPOSE AND SCOPE OF THE POSITION:**

The IFN EVAIW FWB Policy and Program Advisor position will work within the EVAIW Strategic Framework in conjunction with the IFN EVAIW Social Network, Staff and IFN Communities to provide technical support and capacity in the implementation of the Family Well-Being Program. This program will support community based, culturally specific, coordinated and holistic strength based approaches towards healing and wellness of families within the IFN Communities. The position will provide policy and program advice to support long term sustainability, program enhancements and resources including the holistic coordination, integration of complimentary strategic initiatives, programs and services in order to facilitate the healing and wellness of individuals, families and communities within the IFN.

## **Key RESPONSIBILITIES:**

### **Policy Analysis, Program Advice, Capacity Building and Program Management**

- Establishes and maintains a collaborative working relationship with community staff and leadership through regular contact and community visits to each IFN Community to support the provision of information sharing, resources and presentation on the EVAIW LTS and Family Well-Being Program and provides assistance and support to Family Well-Being Programs.
- Supports the Family Well-Being Program within the IFN at a collective and community based level through ongoing policy and program advice and assistance as requested to support re: planning, delivery, and evaluation through performance indicators and measurement of Family Well-Being Programs including management and reporting requirements.
- Facilitate capacity development through knowledge transfer, skill development, resources and toolkits and/or through the provision or facilitation of training opportunities and support FWB Leads through peer support and mentoring and facilitating networking, linkages and partnership.
- Possess a broad knowledge and experience of helping and healing practice that is trauma informed, utilizing culturally appropriate and community based approaches, addresses the continuum of service provision from prevention to treatment, linkages, networking, integrated and comprehensive approaches including case management and assessment to provide appropriate analysis and recommendations for supporting communities towards healing and wellness.
- Ability to conduct research and critical review and analysis of literature, reports, strategic initiatives, programs and services as it relates to First Nations and the Independent First Nations in violence prevention, intervention and treatment within social, health and justice sectors and possesses knowledge of program evaluation, performance indicators and measurement.
- Ability to facilitate information sharing, collect, collate and communicate collective information on performance measures, outcomes, best practices, challenges and opportunities to produce evidence based reports and proposals to support long term program sustainability and program enhancements.
- Ability to provide policy analysis and complete presentations, briefing notes and updates to support IFN Leadership, IFN EVAIW Network in the design, development and implementation of the FWB Program.
- Provide technical information; prepare proposals, work plans and budgets, detailed reports and strategy/position papers, correspondence and other documents in a timely manner on behalf of the IFN EVAIW Social Network and/or IFN Leadership as required.
- Coordinates, facilitates and develops the annual work plan and budget through the engagement of the IFN EVAIW Social Network and IFN FWB Program Leads for approval and submission and monitors the implementation of the annual work plan and budget including the completion of reports on behalf of IFN Chiefs.

### **Working Conditions:**

The IFN EVAIW Family Well-Being Policy/Program Advisor will work within a high public profile position with extensive public interaction. Work requires the ability to take direction, prioritize, work independently and cope with many demands and time constraints. In your position you will be required to travel extensively and will be expected to work variable hours.



### **Working Relationships:**

The EVAIW Family Well Being Policy/Program Advisor will promote courtesy, cooperation and teamwork among colleagues, IFN Communities, Leadership and technicians. As a technician, the IFN EVAIW Family Well-Being Policy/Program Advisor will provide information and advice utilizing professional expertise and sound judgement. In relation to external agencies and the public, the EVAIW Family Well-Being Policy/Program Advisor will conduct professional working relationships and seek to establish collaborative partnerships on behalf of the IFN Leadership which represents and promotes the collective interests of IFN Communities.

### **Qualifications:**

1. University Degree in Social or a related Discipline with 3 to 5 years of work related experience in Social Service management, administration and program delivery with proven experience in First Nations issues and a high knowledge of Provincial and Federal Legislation and Policies.
2. College Certificate in Social or related program with 5 to 8 years of work related experience in Social Service management, administration and program delivery with proven experience in First Nations issues and a high knowledge of Provincial and Federal Legislation and Policies.

### **Knowledge Skills & Abilities:**

- Extensive knowledge of violence prevention, intervention and treatment approaches, experience and expertise in the design, development and implementation of programs and services to facilitate trauma informed, culturally appropriate, community based holistic approaches for promoting the healing and wellness of individuals, families and communities.
- Knowledge and experience in policy planning and analysis, strategic approaches, program planning, service management and delivery, and evaluation including performance indicators and measures, research, proposal and report writing, training development and delivery, engagement, facilitation and coordination, establishing and maintaining linkages, networking and partnerships.

### **Knowledge, Skills & Abilities:**

- A solid understanding of First Nation Social issues and programs and be politically astute in recognizing the diversity of the First Nations.
- Demonstrated strong public relations skills; interpersonal, verbal and written communication skills and analytical abilities;
- Proficiency in working with computers and computer software programs. E.G. Windows, Word, Power Point, Excel.
- Evidence of strong organizational skills.
- Ability to work with tact and discretion;
- Demonstrate a strong commitment to the Independent First Nations communities.
- Ability to travel extensively and work flexible hours.
- Possess a valid driver's license with reliable transportation
- Ability to produce a CPIC with vulnerable populations upon request

### **Applications must include**

1. Current Resume
2. Current Covering Letter
3. Three names (not letters) or references with telephone numbers (one must be current or most recent employer)
4. Copies of driver's license and education documents

Only those applicants who will be granted an interview will be contacted. Travel support will be available for candidates selected for interview. The IFN thanks each applicant for their interest. Applications can be submitted via email or mail to contact.

### **Closing Date:**

May 2nd, 2018 by 11:59 pm

### **Contact / application information:**

Independent First Nations  
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