

ASSOCIATION OF IROQUOIS AND ALLIED INDIANS



Employment Opportunity – External Posting

Social Development – Policy Advisor

Summary

The Social Development – Policy Advisor is a professional technical position involving the planning, organization, evaluation and analysis of policy, in the areas of Social Services at a Provincial, Federal and First Nation level.

The Social Development – Policy Advisor must have a strong capacity to earn trust and demonstrate leadership and creativity in supporting a broad range of Social Services issues. The Social Development Policy Advisor will have the ability to create a productive hospitable working environment for staff members and collaborating colleagues. He/She will be expected to work cooperatively with and complement the activities of the AIAI Policy Unit, Executive and Chiefs Council.

Responsibilities/Duties

- Promote and implement the principals of the AIAI Member Nations in relation to Social Services
- Develop programs to increase the amount of control that first nations have over social services based on the inherent right to manage their own programs
- Implement AIAI's Social Services Strategy(s) in all appropriate for a to meet the needs of the AIAI member Nations
- Operate special projects and/or events as identified.
- Maintain communications with AIAI leadership, Member Nations and funding agencies for the purpose of accountability
- Establish and maintain contacts with the appropriate organizations and committees to obtain support in addressing the needs of the AIAI Member Nations
- Summarize, analyze and provide briefings to the AIAI Chiefs Council and/or Member Nations as necessary on directives, objectives and issues affecting Member Nations

- Liaison Between the federal and Provincial Governments and their agencies, and the Member Nations to ensure effective communications and negotiations on relevant issues
- Submit funding proposals to all potential sources of financial support
- Provide Accurate information on First Nation political positions
- Prepare monthly activity reports and background papers on Social Service issues
- Prepare and control budget, work plans and cash flow charts
- Participate in meetings with the Chiefs of Ontario, Assembly of First Nations, Provincial/ territorial organizations, education authorities, tribal councils, First Nations
- Reporting responsibilities to the Health/ Social Advisory Board Promote cooperative working relationship within First Nation communities
- All other related duties that may be assigned from time to time by the Office Manager.

Requirements

- University degree or College diploma in Social Services preferred
- 3 + years related work experience in Social Services
- Working knowledge of First Nations Social Services issues preferred
- Understanding of Nation Social Programs and budgetary and planning cycles
- Knowledge of various portions of legislation and funding instruments relevant to First Nations communities in the field of Social Services in both Federal and Provincial government areas.
- Ability to analyze and summarize government initiatives and related legislation policies, reports, position papers and program services for First Nations
- Must have experience working with First nation organizations.
- Must possess excellent written and oral communication skills.
- Ability to work within deadlines under minimal supervision.
- Must have demonstrated skills in employee supervision.
- Ability to work within a team environment.
- Must have a valid driver's license.
- Must be able to travel to areas throughout Ontario.
- Must be computer literate.
- Native ancestry preferred.

Work Conditions

- Some travel is required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required

Salary

- \$53 550 - \$65 890 (based on qualifications and experience)

Deadline for Application

- Posted until position filled

Please submit a cover letter and resume along with three references (two employment related) via email to the attention of:

Geoff Stonefish, Director of Operations

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