

JOB DESCRIPTION

Section 1 - Identifying Data

Position Number:
Position Title: Systemic Analyst
Incumbent:
Supervisor's Title: Child & Youth Advocate
Supervisor's Position Number: 104146

Department: Child and Youth Advocate Office
Location: Whitehorse, Yukon
Date Completed: February 8, 2018
Medical Clearance Required: No
Security Clearance Required: Yes

Signed oath of Confidentiality and conflict of interest are required for this position.

Section 2 - General Summary

The Child and Youth Advocate is an independent Officer of the Legislative Assembly with oversight responsibilities under the *Child and Youth Advocate Act*. This position assists the Child and Youth Advocate in responding to systemic and policy issues that arise in the course of individual advocacy.

Section 3 - Principal Duties and Responsibilities

1. Systemic analysis, research and review of individual advocacy files and data bases to assess policy and system issues related to the mandate of the Child and Youth Advocate. Apply Yukon territorial legislation, United Nations Convention on the Rights of the Child, United Nations Declaration on the Rights of Indigenous People, Truth and Reconciliation Calls to Action, Yukon Government policies and procedures, and relevant research and agreements to systemic recommendations for Yukon Government Departments.
2. Prepare methodology for reviews, develop interview guides, collect information from relevant sources, prepare written reports describing findings and providing advice to Yukon Government departments.
3. Support the the Child & Youth Advocate to address individual advocacy issues by promoting the views and rights of children and youth receiving or eligible to receive Yukon government services and programs..
4. Provide input into implementation of a communications/public relations strategy in order to fulfill the legislated responsibility to inform children, youth and the public about the *Child & Youth Advocate Act*, the role of the Advocate, and trends and issues identified by the Advocate.
4. Ensure compliance with the *Access to Information and Protection of Privacy Act (ATIPP)* and other provisions in the *Child & Youth Advocate Act* relating to confidentiality, protection and disclosure of information.

Section 4 - Contacts

Describe, in narrative form, the working relationships inherent to the success of the job.

- Daily contact with the Child & Youth Advocate, Deputy Child and Youth Advocate and Administration/Communications Assistant as part of daily operations.
- Contact with children and youth accessing advocacy.
- Contact with community agencies, youth groups and service-providers assisting children and youth to coordinate advocacy services to children and youth in the Yukon.
- Contact with First Nations to notify them when the Child & Youth Advocate Office will be assisting a First Nation child or youth with an issue, to seek out knowledge of First Nation traditions and values.
- Contact with the Ombudsman, Human Rights Commission, Education Appeal Tribunal and other bodies in order to coordinate activities.

Section 5 – Specific Accountabilities

- Conduct research and provide advice on systemic issues
- Prepare written reports analyzing systemic issues and providing relevant recommendations.

Section 6 – Budget (if applicable)

1. a) What is the Annual Budget for the unit under the direct control of the position? Nil

Fiscal Year	2018/2019
Annual Payroll	N/A
O&M Budget (excluding Payroll)	N/A
Capital Budget (excluding Payroll)	N/A
Revenues	N/A
Recoveries	N/A

- b) Does the position have the authority to reallocate resources, i.e. transfer budget funds? No

Section 7 - Working Environment

This position works in an office environment and must be able to manage competing priorities, be extremely well organized and pay close attention to detail. The Systemic Analyst is responsible for assisting the Child and Youth Advocate with systemic reviews as set out in the *Child & Youth Advocate Act*. This position is expected to juggle multiple tasks and deadlines, respond to clients promptly and manage public expectations. The incumbent will deal with children, youth and adults who may be emotional, angry, confrontational and defensive. The Systemic Analyst will be challenged to maintain a professional response in all situations.

Section 8 - Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
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Director, Human Resources Child & Youth Advocate Office

Date: _____

Section 9 – Organization Chart

