



# *Scw'exmx Child & Family Services Society*

*Our Children. Our Responsibility.*

## **Job Posting**

**Full Time - Research, Planning & Policy Analyst**

**Starting Salary \$33.60 per hour**

**Comprehensive benefit package**

**Non-standard work hours – evenings and weekends may be required**

Our vision is to work collaboratively to facilitate opportunities for our children, families and communities to achieve their full potential and realize a healthy quality of life through the expression of our ancestral beliefs, values and instructions. Scw'exmx Child and Family Services Society (SCFSS) has been providing child protection and support services to the Nicola Valley (Merritt, B.C.) since 1994.

Please learn more about us [www.scwexmx.com](http://www.scwexmx.com) and Merritt, B.C. [www.merritt.ca](http://www.merritt.ca)

### **The Opportunity:**

Scw'exmx Child and Family Services Society (SCFSS) is seeking a highly motivated and dynamic individual to join our team as a Research, Planning & Policy Analyst. Reporting to the Executive Assistant, the Policy Analyst functions with a high degree of independence and operates in an environment where there is significant interaction with stakeholders, including First Nation communities, community partners, children and families. The position includes research, analysis, development, implementation, and communication of policy and procedure development. The policy analyst will participate in a wide variety of policy/research tables to monitor implementation of new policy, programs and initiatives on behalf of (SCFSS).

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Conveys new ideas contributing to organizational forward-thinking approaches
- Excellent interviewing and needs assessment skills
- Works independently and collaboratively building effective interpersonal relationships
- Proficient using multiple computer programs including creating data bases
- Self-regulates time management, meets deadlines, attention to detail with solid accuracy

### **EDUCATION AND EXPERIENCE:**

- Degree in public administration, business administration, law, economics, social sciences, or equivalent and 3 years of experience working in an Aboriginal policy environment
- Two years' experience in conducting research, coordinating complex projects, including experience either leading or participating in multi-stakeholder initiatives
- Conceptualizes, analyzes, investigates, and reports on a wide variety of issues
- Experience in the development of legislation, regulation, policy as well as the preparation of funding proposals and policy implementations
- Familiarity with Aboriginal child and family services agencies and processes is an asset
- Demonstrated knowledge of local cultural Aboriginal practices and protocols
- Experience working with Aboriginal communities understands the historical concerns in Aboriginal communities
- A valid BC class 5 driver's license and criminal record check are mandatory

*Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Aboriginal ancestry.*

Your interest in contributing as part of our team at a great organization begins with submitting your cover letter and resume as one document saved as (your last name resume RP&PA July 2018) before July 27, 2018 with the email or fax subject line as **“Applying to RP&PA July 2018”** to: [opportunities@scwexmx.com](mailto:opportunities@scwexmx.com)

**Attn: Yvonne Hare, Executive Director**  
2975 Clapperton Ave. Merritt, B.C. V1K 1G2  
Tel: (250) 378-2771 • Fax: (250) 378-2799

*Scw'exmx Child & Family Services Society thanks all those who apply, however, only candidates selected to interview will be contacted.*