Indigenous Mental Health and Addictions System Analyst

The OFIFC is an award winning leader in culture-based management providing innovative research, policy, training, and community development to 29 Friendship Centres and other urban Indigenous service providers across Ontario. Located in downtown Toronto, the OFIFC engages all levels of government and mainstream agencies.

OFIFC is a purpose-driven organisation which offers unique and challenging work. A rewarding and enriching career awaits if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

Responsibilities:
To advance system coordination and improve access to mental health systems for Friendship Centres and their community members through relationship building, facilitation of linkages, and partnership development at all levels.

Supervision:
Employed by the OFIFC, responsible to the policies and directions as determined by the Board of Directors and under the direct supervision of the Executive Director or designate. Daily supervision is designated to the Policy Director.

Qualifications:
- Post-secondary education in Public Policy, Public Administration, or related discipline
- Minimum of 2 years of case management experience and/or front-line experience with vulnerable populations
- Experience working within an Indigenous community
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer.
- Knowledge of mental health issues, community resources and systems
- Strong use of Microsoft Office Suite
- Valid Canadian driver’s license

Contact Information:
If you are interested in qualifying in this role that offers an exceptional compensation package, please send your resume and cover letter to:

Ontario Federation of Indigenous Friendship Centres
219 Front Street East, Toronto, ON M5A 1E8
Website: www.ofifc.org

Human Resources
Phone: 416.956.7575
Email: hr@ofifc.org

Date Posted: 24/10/2020
Posting Deadline: Until Filled

Only those selected for an interview will be contacted
VISION

Primary Objective:
To advance system coordination and improve access to mental health systems for Urban Indigenous Service providers through systems analysis, relationship building, facilitation of linkages, and partnership development as required.

KNOWLEDGE

Core Competencies:

• **Culture** - Takes personal responsibility to increase sensitivity, awareness and implementation of OFIFC’s Neha (bundle) including foundational teachings and organisational practices in both professional conduct and work-related deliverables.

• **Accountability** - Takes personal ownership and responsibility for the quality and timeliness of work commitments.

• **Critical Thinking** - Applies systematic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome.

• **Building Relationships and Strategic Partnerships** - Builds, develops and sustains business relationships / strategic partnerships that are mutually beneficial, reciprocal and grounded in trust and respect. It is recognising we are all interdependent and working towards the common good of the organisation.

• **Results Orientation** - Accomplishes established goals, delivers the outcomes required and achieves the results. It includes the efficient and effective use of all resources (time, financial, people and technology).

• **Teamwork and Collaboration** - Works collaboratively with others and addresses conflict in a win-win productive manner. This includes a mindset of sharing with others whether it is knowledge, recognition, information and skills. Working towards a common purpose for the good of OFIFC and the communities of people it serves.

• **Communication** - Effectively delivers information in a transparent, honest and clear manner. It includes actively listening, comprehending and responding appropriately when interacting with people. It is about being respectful when expressing opinions and points of view.
Technical Competencies:
- Knowledge of mental health systems, issues, and community resources
- Strong use of Microsoft Office Suite
- Experience identifying issues and providing advice, consultation, support and information to local and provincial organisations on mental health and related matters
- Valid Canadian driver’s license

Behavioural Competencies:
- Creativity / Innovative
- Professionalism
- Analytical Thinking
- Planning and Organising

Education/Work Experience:
- Post-secondary education in Public Policy, Public Administration or related discipline
- Minimum of 2 years of experience in mental health policy or program development
- Experience working within an Indigenous community

**REASON**

Work Environment:
Works in a safe and suitable office environment faced with simultaneous and tight deadlines.

Working Hours:
Works a flexible 40-hour work week. Frequent travel to Friendship Centres/Delivery Sites on average 10-15 days per month for the purposes of support and fostering community connections. The job may require regular long distance and/or frequent local travel. Travel may be urgent and/or on short notice.

**ACTION**

Scope:
To undertake outreach across Friendship Centres; to apply understanding of mental health policy to relationship building and facilitation of linkages at all levels between the mental health system and Friendship Centres in order to increase timely access to effective resources for community members; to apply learnings from OFIFC health program analysis to identify opportunities for increased access to mental health system resources by Friendship Centres and community members.

Key Contacts/Relationships:
**Internal**
Primarily communicates with the Policy Director, Policy Analysts, Program Manager, program workgroups. Periodic contact with Researchers for the purposes of exchanging and sharing of information, integrating and collaborating.

**External**
Communicates with Indigenous Mental System Analyst counterparts and government staff as appropriate.
**Key Responsibilities:**

**Systems Analysis (40%)**
- Gathers information from OFIFC programs, policy and research as well as counterparts in other agencies regarding structural challenges, opportunities, successes in increasing Indigenous access to mental health supports;
- Conducts analysis on structural challenges, opportunities and successes in area of work and proposes actionable recommendations for advancement in OFIFC program and policy work.

**Relationships/Partnerships/Information Sharing (30%)**
- Maintains and develops relationships with health system agencies, other mental health system partners, and Indigenous partners to coordinate and improve health system responsiveness to Indigenous and Friendship Centre community needs;
- Works directly with OFIFC program staff to identify challenges, barriers, gaps, opportunities, successes, wise practices in increasing Indigenous community access to culture-based and conventional mental health supports;
- Builds and maintains relationships with other Indigenous Mental Health System workers located in other Indigenous agencies to share knowledge and information aimed at identifying common trends, challenges, barriers, gaps, successes and wise practices, as well as potential opportunities for collaboration;

**Organisational Support (20%):**
- Regularly communicates and liaises with health program staff to facilitate program workgroup understanding of systemic implications of operational approaches, and inform of system-level opportunities for increase access to culture-based and conventional mental health supports for Friendship Centres;
- Identifies, enables access to, and facilitates opportunities for the development of resources for Friendship Centres to support culture-based knowledge, practices and initiatives related to mental health and identifies recommendations.
- Regularly communicates Policy Team as required to inform development and advancement of policy positions and government submissions related to systemic mental system challenges, barriers, gaps, opportunities, successes, wise practices as related to the experience of Friendship Centres.
- Prepares letters, reports, briefs, position papers as required;
- Participates on committees, government tables and working groups as required.

**Other (10%):**
- Maintains and upgrades professional skills;
- Promotes a healthy, safe work environment; and
- Performs other duties, related to the position, as assigned by the Executive Director or designate.

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**By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the Ontario Federation of Indigenous Friendship Centres (OFIFC).**

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