

MATAWA FIRST NATIONS MANAGEMENT



Job Description Homelessness Policy Analyst

Must be fully vaccinated against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada’s proof of vaccination (vaccine receipt or enhanced vaccine certificate).

PURPOSE OF THE POSITION

The purpose of the Homelessness Policy Analyst position is to assume overall coordination of Matawa First Nation Council's (MCC) project to prevent and end Matawa Indigenous homelessness including: research, analysis, policy/strategy development, advice and advocacy.

SCOPE

The Homelessness Policy Analyst will work under the day-to-day supervision of the MCC's Political Advisor with overall accountability to the MFNM (Matawa First Nation Management) Chief Executive Officer.

RESPONSIBILITIES

Will be responsible for the development of a workplan aimed at supporting and advancing the Matawa Chief's Council project to prevent and end Matawa Indigenous homelessness. It will include, but will not be limited to:

1. Matawa Chiefs Council Homelessness Project Management and Support

- Becoming a key source of relevant information on the issue of Matawa Indigenous homelessness and related evidence-based practices;
- Participating in relevant panels and groups and liaising with homelessness researchers, policy makers, and interested First Nation members;
- Raising awareness on Matawa Indigenous homelessness issues, including causes and creating/distributing information materials as applicable;
- Coordinating or assisting in facilitating workshops, forums and/or strategic planning meetings or fact-finding missions using the lens of systemic justice, trauma-informed approaches, and de-colonized harm-reduction and homelessness prevention frameworks, and;
- Developing a lobbying strategy outlining how transitional, supportive and/or permanent housing can be developed and supported (strategy to review options such as: short-term rental assistance, ownership, manufacturing, and/or alternative housing options such as land-based healing camps, initiatives like Tiny Homes/Habitat for Humanity, private funding, foundations, and/or financial institutions).

2. Indigenous Homelessness Trends Analysis & Advisory

- a) Monitoring, researching, reviewing, analyzing and advising on governmental/municipal response trends relevant to Indigenous Peoples of Matawa, including, but not limited to:
 - The legacy of colonialism and systemic drivers of housing inequality (how systemic issues keep Indigenous Peoples trapped in poverty and struggling to obtain housing assistance);

- Housing financialization and deepening of poverty for those on low-income or social assistance;
 - The homelessness serving sector from the local, regional and national levels, including gaps that may be perpetuated, including how homelessness enumeration methods and data collection can be improved and advocated;
 - Federal/provincial housing strategies, including the ability to possibly provide informed advice on next iterations of strategies that may be moving forward;
 - Canada's international housing obligations and the human rights-based approach;
 - How to participate in 'Right to Housing' civil society networks
- b) Preparing reports, presentation, briefing notes, factsheets and/or blogs summarizing key information with specific attention to how homelessness concerns or policy trends will impact on Matawa's Indigenous homeless;
- c) Providing regular updates to the Matawa Chiefs Council.

3. Collaboration and Networking with Internal/External Partners

- Meeting and liaising with MFNM programs providing services to the Matawa Indigenous homeless, and;
- Participating as a technical representative on relevant internal and external committees

4. General

- Tracking project deliverables, resources, expenditures and prepare and submit all required project reports;
- Assisting with the preparation of general correspondence and reports as required;
- Attending meetings as requested and required;
- Assisting with the preparation of proposals and funding applications for various programs or projects as required;
- Adhering to the MFNM Quality Management System requirements and participate in the maintenance and advancement of standards;
- Supporting MFNM programs & services and the Matawa First Nation communities, and;
- Traveling to road-access or remote (air accessible) communities as required

5. Performing additional duties as requested or required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- A post-secondary degree related to social science, political science, public policy, or public administration;
- A minimum of 2 years of positive experience working with Indigenous Peoples and/or First Nation programs and policies;

- Two (2) years related experience working with marginalized populations and community resources;
- Knowledgeable about homelessness prevention;
- Strong understanding of Indigenous health, social, cultural and justice systems;
- Experience liaising with Indigenous Services Canada, CMHC, ESDC and/or other related federal and provincial departments and their various programs and initiatives related to Indigenous Peoples;
- Experience working in collaborative community partnerships with diverse stakeholders, and;
- Knowledge of federal and provincial policies, programs and funding streams that support or finance shelter, transitional, supportive and/or permanent housing.

Or, an equivalent combination of education, training and experience acceptable to the employer.

Skills

The incumbent must demonstrate the following skills:

- Ability to utilize Microsoft Office Suite and Apple-based applications;
- Proven exceptional verbal and written communication skills for a variety of audiences on a broad range of topics;
- Ability to translate and present technical language in terms that non-specialists can comprehend;
- Advanced Research and Documentation;
- Interviewing a variety of people;
- Project management;
- Excellent inter-personal skills and ability to work in a team environment and interact with media personnel, the general and culturally diverse public, service providers and dignitaries;

Personal Attributes

The incumbent must maintain strict confidentiality and must also demonstrate the following personal attributes:

- Strategic Thinker;
- Relationship Builder;
- Planner and Coordinator;
- Consultative and Collaborative;
- Values Diversity;
- Highly motivated and ability to meet tight and demanding time-lines with multiple projects;
- Exceptionally organized and excellent time management;
- Self-motivated and an ability to work with little supervision;
- Pays great attention to details and adheres to due diligence;
- Must be willing and able to travel;

- Capable to maintain confidentiality;
- Demonstrates a keen awareness and sensitivity to First Nation realities regionally and at the community level; and,
- An ability to speak Ojibwe, Oji-Cree or Cree is an asset.

WORKING CONDITIONS

Physical Demands

The Homelessness Policy Analyst may have to travel throughout the region in all weather. She/He may have to lift, carry and manage equipment and supplies. She/He may have to work odd or long hours at a time to complete special requests or projects. The Homelessness Policy Analyst may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Homelessness Policy Analyst may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Homelessness Policy Analyst may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The Matawa office at times may be noisy and busy making it difficult for the Homelessness Policy Analyst to concentrate.

Mental Demands

The Homelessness Policy Analyst will have to manage a number of requests and projects at one time. She/He must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. She/He may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

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| <p>_____ Employee Signature</p> <p>_____ Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p> | <p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> |
| <p>_____ Chief Executive Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p> | |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

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| LOCATION OF WORK: | 233 Court Street South, Thunder Bay, Ontario, Canada (subject to 'work-at-home' directives provided by the MFNM Board of Directors to ensure the health, safety, and well-being of our employees during the COVID-19 global pandemic) |
| CREATED/LAST UPDATED: | March 10, 2022 |
| BUDGET CODES: | |