



Children's Mental Health Ontario Santé mentale pour enfants Ontario

40 St. Clair Ave. E., Suite 309, Toronto, Ontario M4T 1M9
Tel: 416-921-2109 • Fax: 416-921-7600 • www.kidsmentalhealth.ca

Join the CMHO Team as a Policy Analyst

Children's Mental Health Ontario (CMHO), as the collective voice of its members, identifies and develops powerful solutions for the most important issues affecting the mental health of children, youth and their families across Ontario in order to build an effective and responsive children's mental health system. We offer a dynamic work environment with a high-energy, dedicated and passionate staff, and are looking for someone who is equally passionate about our work.

Who are we looking for?

CMHO is looking for a creative and energetic systems-level thinker who is eager to engage with others to drive policy goals forward. The Policy Analyst will strategically contribute to CMHO's policy agenda through research, analysis, and writing, as well as facilitate and support CMHO member and partner engagement. The ideal candidate has experience working with government and/or with non-profit organizations and will enjoy working with a small team in an "all hands on deck" environment. Candidates should have a passion for improving community-based programs and services across Ontario, such as those offered by children's mental health centres and our many cross-sectoral partners.

What will the Policy Analyst do?

Reporting to the Director of Public Policy, and working together with CMHO staff, the Public Policy Committee and various working groups, the Policy Analyst will be responsible for:

1) Policy Research and Analysis:

- Proactively monitor policy and legislative developments in Ontario related to children's mental health, child welfare, special needs, healthcare reform and other relevant legislation;
- Undertake policy and issue analysis, develop options and recommendations and prepare appropriate supporting documentation;

- Assess existing policies and programs to support further policy development;
- Research and collect data, evidence and information from various sources to support policy and program development;
- Analyze and evaluate policy/ program information and data, identify issues and trends, and prepare analytical and/or statistical reports;

2) Member, Partner and Stakeholder Consultation and Liaison

- Consult and solicit input on policy development with CMHO members, partners, and external stakeholders;
- Develop and maintain contacts with members and key external stakeholders;
- Provide support to working groups involved in reviewing and developing policies.

3) Policy Writing, Briefings and Events

- Support the development of organizational position papers and responses to key government legislation and policy;
- Provide input into the development of communication strategies for the dissemination of information to members and stakeholders, and draft correspondence in response to inquiries;
- Prepare issue notes, presentations, correspondence and question and answer packages and materials;
- Provide support to special projects as required, acting as content lead for policy-related events such as symposiums, the annual conference and more.

Qualifications and Experience:

- Graduate or undergraduate degree in health or social policy, community services, political science or a related field;
- Minimum three years (3) of related policy analysis and development experience, preferably in a non-profit or government setting;
- Knowledge of Ontario's community-based children's mental health sector and/or related fields;
- Demonstrated knowledge of program and policy development principles and government policy-making processes;
- Demonstrated knowledge and experience in research and analytical techniques with an ability to synthesize and distill a diverse range of complex information into easy-to-understand communications-oriented materials.

- Superior oral and written communication skills to respond to information requests, write reports, prepare meaningful analyses, draft correspondence, briefing notes and policy documents;
- Excellent consultation skills to exchange information, discuss issues, gain support and liaise with stakeholders and partners;
- Excellent presentation skills to effectively communicate information to a variety of contacts in support of consultation processes, and to convey research findings to a variety of audiences;
- Excellent interpersonal and organizational skills with strong attention to detail;
- Ability to work in a dynamic and fast-paced environment;
- Strong commitment to collaboration and team-work;
- Bilingual - French speaking and writing skills an asset;
- Proficiency in the Microsoft Office Suite including Word, Excel, PowerPoint.

This is a full-time position with benefits. Salary to commensurate with experience. CMHO is an equal opportunity employer. All hires are contingent on the successful completion of a criminal background check and vulnerable sector screen.

To apply, submit your cover letter and resume as one document, in word or PDF format, to resumes@cmho.org by January 22nd 2016 with the subject heading “Policy Analyst”.

We thank all applicants. However, only those selected for an interview will be contacted.