

YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office:

#300 – 17403-105 Avenue
Edmonton, AB T5S 2G8

EMPLOYMENT OPPORTUNITY

CFS POLICY ANALYST

JOB PURPOSE:

The Policy Analyst provides analytical examination and recommendations for policy change and development in the area of Child Protection and Well-being from a First Nations lens. The Policy Analyst also provides recommendations and policies in the areas of advocacy, legislation across various levels of governments and Countries, and laws that directly impact First Nation families, Children, and youth. YTC is committed to being a more culturally aware and agile organization, integrating Indigenous ways of knowing and being into our daily practice, and ensuring that our work highlights concerns and bright spots. We are committed to relationship, respect, reciprocity, relevance, responsibility, and repair. We are guided by the principles of cultural safety and anti-racism, and are a highly connected organization known for upholding rights and being respectful, responsive, responsible, reciprocal, and a good ally.

QUALIFICATIONS:

- A Graduate degree in human services, social sciences, or a related discipline
- Community and work experience in which skills and knowledge are developed over time
- Experience designing and participating in anti-racist approaches, cultural safety, or inclusion frameworks in policy analysis

DUTIES AND RESPONSIBILITIES:

- Developing and maintaining Child Welfare policy inventories and tracking systems
- Coordinating policy review schedules and training
- Supporting the creation of policies
- Analyzing Child Welfare Issues and synthesizing research to inform policy direction.
- Preparing briefings, reports for Program Manager
- Aligning Child Welfare policy development and frameworks
- Participating in the YTC First Nation Committees and working groups
- Conducting environmental scans on a YTC First Nations, National, and global child welfare trends.
- Drafting Project Plans, progress reports, and policy-related documentation.
- Leads analysis of practice, policies, guidelines, and programs, in child welfare.
- Implements Indigenous research methodologies and decolonizing approaches
- Collaborates with all communities, particularly those impacted by systemic discrimination, using ethical engagement practice and meaningful participation of children and youth and rights holders

WORKING CONDITIONS:

- Ability to sit for long periods of time and manual dexterity
- Flexible work environment
- Ability to travel to Yellowhead Tribal Council communities is essential.

The salary will be determined based on qualifications and experience.

Salary range: TBD

Please forward a cover letter and current resume to

Email: joy.sandy@ytcadmin.ca and/ or fax to 587-524-0181

MAIL TO:

ATT: Joy Sandy

3rd Floor 17304-105 Avenue
Edmonton, AB T5S 1G4

*This employment competition closing date is **Tuesday, November 21, 2025, at 4:30 PM.**

Only those candidates who meet the criteria will be contacted.