



Competition #66543

Office of the Representative for Children and Youth

Investigator

Permanent, Full-time

Location: Victoria, B.C.

Classification: Band 2

Salary: The salary range for this Band 2 position is \$65,600.00 - \$90,900.00. The starting salary is \$74,900.00, subject to the considerations of the MCCF Compensation Guide and RCY's salary administration policy.

In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values and cultural competencies, this competition is restricted to Indigenous applicants. To assist us with screening, please ensure your application clearly indicates that you self-identify as an Indigenous person.

The Representative for Children and Youth (RCY), an independent officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving system. The Representative's Office provides advocacy support to people dealing with the service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services to children and youth and reviews and investigates selected deaths and critical injuries of children and youth who are receiving services.

A top priority for RCY is to identify, recommend and advocate for ways to reduce the number of Indigenous children and youth in government care, and to improve child welfare and other designated services to those Indigenous children and families who come into contact with the Ministry of Children and Family Development and/or Delegated Aboriginal Agencies. To achieve this, RCY is committed to becoming a culturally aware and agile organization; integrating Indigenous ways of knowing and being into our daily practice; and ensuring that our work highlights concerns with and opportunities to improve the experience of and outcomes for Indigenous children and youth in need of services.

The Investigator reports to the Senior Investigator, Critical Injury and Death Reviews and Investigations (CID). The Investigator plans, develops, and leads case reviews, special reports, and complex investigations into injuries or deaths of children receiving reviewable services. The Investigator identifies service gaps and key areas where improvement to services and programs for children and youth is required and provides recommendations regarding those improvements. The Investigator writes investigative reports, case review reports, and special reports on child deaths and critical injuries. Excellent written and verbal communication skills are essential to this position.

Please note:

- This position is excluded from union membership
- An eligibility list may be established for similar positions within the same geographic location

- Travel is a requirement for this position
- The successful applicant requires a police record check and is subject to a criminal record review.

TO APPLY:

1. Review the **job profile included below**
2. Submit a cover letter and resume detailing your relevant work experience and how you meet the stated qualifications
3. Include the position title and competition number on the cover letter and in the email subject line
4. Applications must be submitted by email to jobs@rcybc.ca.

Only those applicants who pass the initial screening based on the **education and experience qualifications specified in the job profile** will be considered for the next step in the selection process. Your resume and cover letter must therefore clearly specify how your education and experience meet the required job qualifications. Please be as clear and specific as possible. Ensure your resume includes the month and year(s) for each job in your employment history as well as the job-related responsibilities. **If you do not clearly identify how you meet the education and experience requirements for the position, your application will not be considered.** Please note that the content and/or format of your cover letter and resume may be evaluated as part of the assessment process.

Only those applications submitted to the Office of the Representative for Children and Youth directly by email will be considered. DO NOT apply for this position by submitting your profile on the B.C. Government Hiring Centre website.

Please note that incomplete applications or late applications will not be evaluated or acknowledged.

Your application must be received by 5:00 p.m. on Friday, January 31, 2020.

By submitting your application, you certify that all information submitted is true, complete and correct. Any information provided in your application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate you from further consideration for employment or may result in dismissal.

Contact:

Donna Dublin, Human Resources Advisor

778-698-9166

donna.dublin@rcybc.ca

TITLE: Investigator	CLASSIFICATION: Band 2
POSITION NUMBER: Multiple	SUPERVISOR TITLE: Senior Investigator, Critical Injury and Deaths Reviews and Investigations

JOB OVERVIEW

The Representative for Children and Youth, an independent officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving system. The Representative's Office provides advocacy support to people dealing with the service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services to children and youth and reviews and sometimes investigates deaths and critical injuries of children and youth who are receiving services.

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ACCOUNTABILITIES

- Conducts file reviews, investigations, and special reports of child injuries and deaths, through interviewing, information gathering, and other investigative techniques and strategies. This process may be individual or team-based

- Employing a range of methodologies, conducts detailed research and analysis of issues resulting from reviews and investigations. This may include contacting other jurisdictions and agencies to discuss issues of common interest, identifying systemic issues and trends, making findings of fact, and drafting recommendations for future prevention to provincial agencies
- Monitors high profile and controversial child death and injury cases and prepares updates for the Senior Investigator
- Prepares and writes briefing notes on critical injury and deaths of children and youth that provide critical analysis of policy, practice and systemic issues
- Develops, implements and monitors detailed project plans, including but not limited to investigative plans. Creating and implementing project plans may include liaising with stakeholders, academic researchers, Indigenous knowledge keepers, government staff, and other internal agencies and staff
- Conducts formal investigative interviews, a process which includes managing witnesses, preparing interview plans, taking evidence under oath, and analyzing the information gathered
- Evaluates and determines the validity of investigative data, analyzes results, and provides detailed case reports, including findings and recommendations
- Identifies opportunities to significantly improve programs and services to children and youth including identifying service gaps, and provides recommendations for the formulation of prevention strategies
- Works in close partnership with others including: external researchers and research contractors, academics, other government analysts, and RCY colleagues
- Develops networks, builds team orientation, gathers information, and develops and implements best practices
- Writes comprehensive investigative reports, reviews, aggregate reports, annual and special reports on child deaths and critical injuries
- Presents papers at meetings, conferences and symposia
- Participates in cross-RCY program area projects and activities as needed.
- Performs other duties as assigned

JOB REQUIREMENTS

Education and Related Experience

A Bachelor's degree in social sciences or a related discipline (e.g. Health Sciences, Child and Youth Care, Social Work, Psychology, Criminology or Law) is required. An equivalent combination of education and experience may be considered if the degree is not in a related discipline.

A minimum of two years' work experience conducting complex investigations and reviews, which includes:

- Understanding investigative principles

- Organizing, analyzing, and interpreting key events and contributing factors gleaned from review of complex materials
- Gathering evidence
- Conducting formal interviews
- Conducting research as well as collecting and managing data
- Developing findings and conclusions based on evidence gathered
- Managing multiple, complex projects with tight deadlines
- Writing clear, concise, and accurate evidence-based reports, briefing notes, presentations, and other materials that disseminate complex issues to a public audience that may include provincial government policy makers, service providers, community partners, and the general population.

Preference may be given to applicants with more, or more recent, investigative experience.

Knowledge

- Thorough knowledge of the principles/techniques of investigation
- Knowledge of electronic information and case management systems
- Knowledge of prudent data collection and storage
- Demonstrated knowledge of social policy issues and the challenges in delivering public services in B.C.
- Experience working with children and families who have received child safety services, family services, guardianship services, child and youth special needs services, adoption services, youth justice services and/or child and youth mental health and substance use.
- A critical understanding of why social inequities exist, colonialism, and the ability to be reflexive as an investigator
- Knowledge of First Nations, Métis and Inuit peoples and child welfare issues within a decolonizing framework
- Knowledge of child and youth services related to child welfare, child and youth mental health and or substance use issues, youth justice, children and youth with special needs, Indigenous Services for children and youth, adoption services, education, social services and child development
- Knowledge of relevant law, policies, practices and issues related to oversight of child and youth serving systems
- An understands the principles of OCAP (<https://fnigc.ca/ocap>) and how these may apply to CID's responsibilities and practice

Skills and Abilities

- Demonstrated project management and/or investigation management abilities
- Demonstrated strength in conducting investigations and reviews

- Ability to be a part of a team, both as a leader and as a contributor, through all phases of a project's life cycle
- Ability to network and form external and/or internal collaborative partnerships
- Ability to conduct literature reviews and/or jurisdictional comparisons
- Ability to work with speed, accuracy, attention to detail, and integrity
- Superior ability in writing clear and concise investigative documents that identify trends and include relevant theory
- Strength in oral presentations to a wide variety of audiences
- Skills in the area of policy analysis, project management, evidence-based research, and best practices regarding services and outcomes for children and youth
- Skill in the Microsoft Office suite including Word, Outlook, PowerPoint and Excel

Please note that applicants must be able to successfully meet RCY security screening requirements which include a criminal records check, and Criminal Records Review Act (CRRA) check.

COMPETENCIES

- **Indigenous-centered service approach** is a desire to serve Indigenous peoples, focusing one's efforts on understanding their interests in order to increase the quality of the service and produce better outcomes.
- **Cultural agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous peoples.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues
- **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations and with diverse individuals or groups
- **Impact and Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job.
- **Integrity** refers to actions that are consistent with what one says are important, and that welcome openness and honesty even in difficult situations
- **Listening, understanding and responding** - the desire and ability to understand and respond effectively to other people from diverse backgrounds.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources.

- **Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Relationship Building** is working to build or maintain ethical relationships or networks with people who may be helpful in achieving work-related goals
- **Self Control** is the ability to keep one's emotions under control when provoked, or when working under continuing stress
- **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

For more information on competencies, see:

[About Competencies - Province of British Columbia](#)

[Indigenous Relations Behavioural Competencies - Province of British Columbia](#)