

**Competition #90888**

**Office of the Representative for Children and Youth**

**Investigations Analyst**

**Band 2**

**Location: Multiple Locations, B.C.**

**Salary: The salary range for this Band 2 is \$66,900.01 - \$94,600.06. The starting salary for this position is \$74,900.00, subject to the considerations of the MCCF Compensation Guide and RCY's salary administration policy**

**This posting is to establish an eligibility list for immediate or future permanent or temporary vacancies. Temporary appointments resulting from the eligibility list may be extended and/or become permanent.**

**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 and non-partisan officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving systems. Working under the authority of the *Representative for Children and Youth Act and Regulations*, 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 for children and youth and reviews and sometimes investigates deaths and critical injuries of children and youth who are receiving services.

Reporting to the Manager, Reviews and Investigations (R&I), the Reviews and Investigations Analyst inputs reports of critical injuries and deaths for children and youth receiving reviewable services (services or programs under the Child, Family and Community Service Act, the Youth Justice Act, and mental health and addictions services) into RCY's Case Information Tracking and Reporting (CITAR) database and codes them according to RCY's standards. The Reviews and Investigations Analyst reviews these reports to identify any issues of concern with the provided services and identifies stories of concern to their Manager.

The Reviews and Investigations Analyst conducts data analyses of CITAR data using quantitative and/or qualitative methods to identify themes, monitor trends, and to identify risk factors and service gaps. This work is done in support of internal meetings, media requests and various RCY reports. They also research, analyze and summarize information from a variety of sources to produce briefing notes, data summaries, presentations, and other materials. A key aspect of this role is leading and contributing to public reports released by the office.

The Reviews and Investigations Analyst may conduct Comprehensive Reviews of children and youth's stories. The position works closely with Investigators by assisting with investigations and collaborates with team members across the organization.

An openness to continuous learning, an Indigenous-centred service approach and excellent written and verbal communication skills are essential to success in this position

Please note:

- The position must be willing to travel to meet the operational needs of the Office, subject to public health recommendations on travel. This may include overnight stays and travel to rural and remote areas. In keeping with RCY's support to balancing work, family and other commitments, travel will be planned in advance whenever possible.
- Most RCY positions, including the Investigations Analyst, are decentralized and staff are attached to hub locations for administrative purposes such as for travel status. Victoria and Prince George have physical RCY office locations.
- RCY is committed to supporting the health and safety of our staff and those we come into physical contact within the community in the course of our work, who include those most vulnerable to the COVID-19 virus. RCY has introduced a requirement for proof of vaccination against COVID-19. Everyone hired by RCY must agree to fulfil all vaccination requirements that apply to RCY employees. Accommodation will be considered for those who are unable to take the vaccine for a reason protected by the *BC Human Rights Code*
- This position is excluded from union membership
- The successful applicant requires a police record check and is subject to a criminal record review.

#### TO APPLY:

1. Review the [job profile](#)
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](mailto: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 11:00 p.m., PDT on Monday, August 22, 2022.**

***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:**

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