

	<ul style="list-style-type: none"> • Updates and extracts information from program data bases. • Monitors program or policy activities and tracks progress to ensure timelines are met.
RESPONSIBILITIES & ACTIVITIES - 3	<p>Gather and communicate research analysis and findings:</p> <ul style="list-style-type: none"> • Collaborates with internal and external stakeholders to gather information to draft content. • Interprets research findings and data to communicate technical findings to others. • Drafts written reports to support analysis and research findings. • Prepares briefing packages for senior management. • Responds to requests for information on policy, program, or legislation.
RESPONSIBILITIES & ACTIVITIES - 4	<p>Support the branch, division, and department on strategic initiatives:</p> <ul style="list-style-type: none"> • Supports projects related to key government initiatives. • Supports Policy initiatives by assisting with the identification of potential impacts and implications of policy issues/initiatives on government programs or policies.
RESPONSIBILITIES & ACTIVITIES - 5	<p>Other related duties as assigned by management which support the purpose of the job without expanding the complexity of main responsibilities.</p> <ul style="list-style-type: none"> • Assist in completion of Action Requests (ARs) using individual research and coordinating input from Branch and external experts.
SCOPE	<p>Application of Systems Thinking, Creative Problem Solving, Agility, and Developing Networks to:</p> <ul style="list-style-type: none"> • Analyze trends and projections and apply relevant government processes and methodologies to complete assigned work. • Identify solutions within existing policies, legislation, processes, and guidelines, with guidance from a senior professional or manager. • Meet the diverse needs of clients while maintaining Branch and Ministry standards and guidelines. • Work with internal/external stakeholders to gather and exchange information, compile data, and collaborate on projects. • Assists in the development and implementation of government programs and policies, which includes applying theoretical and program knowledge, policy evaluation, research, analysis, interpretation, quality assurance, etc. as it relates to the Indigenous Program Coordinator portfolio. The position may be required to support other projects/portfolios/branches based on strategic priorities determined by Correctional Programs and Services Branch.
KNOWLEDGE, SKILLS, & ABILITIES - PRACTICAL	<ul style="list-style-type: none"> • Experience working collaboratively with other Ministries and stakeholders, experience in policy development, program planning and contract management, preferably within a corrections setting. • Familiarity with the government policy development cycle • Foundational understanding of relevant government/division/branch policies, programs, legislation, initiatives, business plans, and strategic direction. • Experience Collecting, processing, and synthesizing complex data for information reporting and sharing. • Experience analyzing and evaluating programs, policies, and legislation. • Experience working with databases and manipulating data. • Ability to present information in a clear and concise manner. • Demonstrates diplomacy in written/oral communication.

KNOWLEDGE, SKILLS, & ABILITIES - THEORETICAL	<ul style="list-style-type: none">• Knowledge of research methodologies, techniques, processes, and analysis concepts to identify relevant information and summarize key findings.• Knowledge of data manipulation practices using in-house software applications and Microsoft Office programs to provide findings to a diverse audience.• Broad knowledge of the Canadian Criminal Justice system, Justice and Court enforcement processes and natural justice.• Knowledge of case management and release planning best practices, including change management principles to support the introduction of new processes into practice.• Comprehensive knowledge and understanding of trauma informed practices and the impact that trauma has on rehabilitation efforts.• Knowledge and understanding of addiction and mental health related issues and strategies to ensure protective factors that reduce risk of reoffending.• Knowledge of Indigenous culture and history (colonization, the residential schooling system, and intergenerational trauma).• Understanding of policy, programs, and legislation development theories and processes in order to relay information regarding management principles, approaches, and methods.• Knowledge and understanding of conditional release programs.• Knowledge and understanding of Fetal Alcohol Spectrum Disorder (FASD) and strategies for working with affected persons.
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DESCRIPTION OF INTERN MINISTRY PLACEMENT

Reporting to the Manager in Programs and Services, this position assists in the development and implementation of government programs and policies, which includes applying theoretical and program knowledge, policy evaluation, research, analysis, interpretation, quality assurance, etc. The position carries out short-term projects or is responsible for a component of a large project/initiative that may impact the branch or division. The position may be required to support other projects/portfolios/branches as needed, based on strategic priorities. Therefore, agility and demonstrated ability to apply systems thinking, problem-solving, and business communications to a broad scope of complex issues is key. This position will assist with the analysis, evaluation, and implementation of programs within Alberta's Correctional Services Division. Supporting the department's mandate of facilitating effective case management, program delivery, supervision, and rehabilitation of correctional services involved adults and youth by promoting continuous quality improvement on emerging evidence-based best practices.

This position provides support to correctional programming by developing and drafting policies and processes that relate to ongoing quality and consistency in program delivery throughout the Correctional Services Division.

MINISTRY APPROVAL

Ministry	Public Security and Emergency Services	Branch or Division	Correctional Services Division/Correctional Programs and Services Branch
ADM Name & Signature		Date	
Expenditure Officer Name & Signature		Date	