

MINISTRY INFORMATION		
GoA Placement	Supervisor	HRC
Ministry: Mental Health and Addiction Department: Mental Health and Addiction Branch: Legislation and Community Partnerships		
Job Title:		Program Stream:
PURPOSE	The Policy Intern, Program Services Level 2, assists in the development and implementation of ministry programs and policies which includes applying policy and program development, evaluation, research, stakeholder engagement and contributing to the management of grants. The position carries out short-term projects or is responsible for a component of a larger project/initiative in the branch or division. Therefore, agility and demonstrated ability to apply systems thinking, problem-solving, and business communications to a broad scope of complex issues is key.	
RESPONSIBILITIES & ACTIVITIES - 1	Independently conduct research and analysis for programs and policies: <ul style="list-style-type: none"> - Researches, collects, analyzes, and evaluates data and information obtained from diverse sources, including statistical databases, legislation, policy documents, technical reports and academic journals. - Conducts literature reviews and environmental scanning activities. - Uses quantitative and qualitative research methodologies to interpret findings. - Conducts short-term research and planning projects to aid in developing, implementing and evaluating initiatives. 	
RESPONSIBILITIES & ACTIVITIES - 2	Assist with program or policy development and implementation initiatives: <ul style="list-style-type: none"> - Supports planning, designing, and implementing initiatives. - Executes activities aligned with program initiatives and goals. - Monitors program or policy activities and tracks progress to ensure timelines are met. 	
RESPONSIBILITIES & ACTIVITIES - 3	Assist with grant management: <ul style="list-style-type: none"> - Participates in the development of grant agreements through ministry approval processes. - Liaises with grant recipients to address any issues and concerns. - Reviews grant reports for quality assurance, progress and compliance. 	
RESPONSIBILITIES & ACTIVITIES - 4	Support the branch, division, and department on strategic initiatives: <ul style="list-style-type: none"> - Supports projects related to key government priorities and ministry mandate. - Supports the implementation of action plans and strategic initiatives. - 	

RESPONSIBILITIES & ACTIVITIES - 5	Other related duties as assigned by management which support the purpose of the job without expanding the complexity of main responsibilities.
SCOPE	<p>Application of Building Collaborative Environments, Develop Networks, Systems Thinking, Creative Problem Solving, and Agility to:</p> <ul style="list-style-type: none"> - Builds positive relationships with team members, ministry staff, stakeholders, and partners. Works with others to identify and remove barriers. - Proactively builds internal and external networks with peers and leadership in the health system. Will build effective networks by building trusting relationships with various stakeholders. - Anticipates outcomes and potential impacts across inter-related areas and factors this into planning. Seeks to understand a range of stakeholder perspectives and how they interrelate. - Asks questions to get a deeper understanding of present issues and contributing ideas to how work could be done differently to solve problems. - Seeks clarification and assesses how things will be different when change is introduced or anticipated.
KNOWLEDGE, SKILLS, & ABILITIES – PRACTICAL	<ul style="list-style-type: none"> - Foundational understanding of government and ministry priorities, ministry business plan and annual reports. - Familiarity with policy cycle. - Ability to present information in a clear and concise manner. - Strong writing and critical thinking skills.
KNOWLEDGE, SKILLS, & ABILITIES - THEORETICAL	<ul style="list-style-type: none"> - Knowledge of research and evaluation methodologies. - Knowledge of Indigenous history and contemporary issues. - Knowledge about mental health and addiction.

DESCRIPTION OF INTERN MINISTRY PLACEMENT

The Indigenous and Community Partnerships Unit is part of the Legislation and Community Partnerships Branch of the Policy and Programs Division in the Ministry of Mental Health and Addiction. This unit works with community, Indigenous, and cross-ministry partners to implement a variety of initiatives related to child/youth and Indigenous populations, that advance government strategic priorities. The Policy Intern will report directly to the Manager of Indigenous Policy and Protocol and support a range of files in the Indigenous Partnerships area. These files include protocol/relationship agreement tables, grants, and correspondence and collaboration with internal and external partners.

MINISTRY APPROVAL

Ministry	Mental Health and Addiction	Branch or Division	Legislation and Community Partnerships
Supervisor Name & Signature		Date	
Expenditure Officer Name & Signature		Date	