



JOB DESCRIPTION ADVOCACY REPRESENTATIVE

Section 1 - Identifying Data

Position Number:
Position Title: Advocacy representative
Supervisor's Title: Deputy Advocate
Supervisor's Position Number:

Location: Whitehorse, Yukon
Date Completed: April 2024
Medical Clearance Required: No
Security Clearance Required: Yes

Signed Oath of Confidentiality and Conflict of Interest are required for this position.

Section 2 - General Summary

Reporting to the Child & Youth Advocate, the Advocacy Representative is responsible for the provision of senior level advocacy services for Yukon children and youth by providing information, assistance, advice and support to children and youth, ensuring they have access to services, and their views and rights are considered in decisions made about them. The Child and Youth Advocate is an independent officer of the Yukon Legislative Assembly responsible for administration of the *Child and Youth Advocate Act*.

Section 3 - Principal Duties and Responsibilities

1. Elicits the views of children and youth accessing advocacy support.
2. Analyzes advocacy issues through a child rights lens and promotes the rights and interests of the child or youth receiving or eligible to receive the designated service, ensures the views and preferences of the child or youth are expressed, particularly if the child or youth cannot express such views and preferences due to their developmental level or inability to communicate.
3. Manages and maintains client records and data entry, prepares comprehensive case documentation reports including detailed reviews and analysis of facts, circumstances and actions taken.
4. Notifies First Nation governments of advocacy involvement, in accordance with the *Child and Youth Advocate Act* and works collaboratively to find culturally appropriate, child rights focused resolutions to advocacy issues.
5. Interacts with families to establish needs and required services for clients through referrals for services. Works with clients to provide and refer families, caregivers, and children to the appropriate services to address identified needs.

6. Supports the review of systemic and policy issues that arise in the course of individual advocacy. Promote the rights and views of children and youth impacted by the systemic gaps and issues.
7. Assists the Child & Youth Advocate in providing education throughout the Yukon about the role of the office, the rights of children and youth in order to fulfill the legislated responsibility to inform children, youth and the public about the *Child & Youth Advocate Act*, the role of the Advocate and staff, and the services provided.
8. Ensures effective communication with government departments, children, youth, families, community agencies and First Nations. Builds strong collaborative working relationships with a variety of government and non-government agencies.
9. Ensures compliance with information sharing and privacy provisions in the *Child & Youth Advocate Act* relating to confidentiality, protection, security and disclosure of information.

Section 4 - Contacts

- Daily contact with the Yukon Child and Youth Advocate Office team for the purpose of fulfilling role.
- Daily interaction and good working relationships with children, youth and families seeking assistance from the Yukon Child & Youth Advocate Office.
- On-going contact and effective working relationships with Yukon government front line staff, managers and senior managers in accordance with developed Protocols, requests for information, exchanging information, training, bringing issues to the attention of government, and resolving issues referred to the Child and Youth Advocate Office by children, youth or others.
- Cooperative relationships with First Nation governments to notify them when the Child and Youth Advocate Office will be assisting a First Nation child or youth with an issue, to seek knowledge of First Nation traditions and values, and to coordinate advocacy services.
- Contact with community agencies, youth groups, and service-providers to coordinate advocacy services for children and youth in Yukon.

Section 5 – Specific Accountabilities

Administering the *Child and Youth Advocate Act* in a professional, effective and efficient manner, championing and providing expert advice about children's rights. Modelling effective use of collaborative, informal methods of resolving disputes.

The impacts of the activities of the Child & Youth Advocate Office are expected to make a difference in the lives of individual children and youth and lead to system transformations that respect the views, preferences and rights of children and youth in the Yukon.

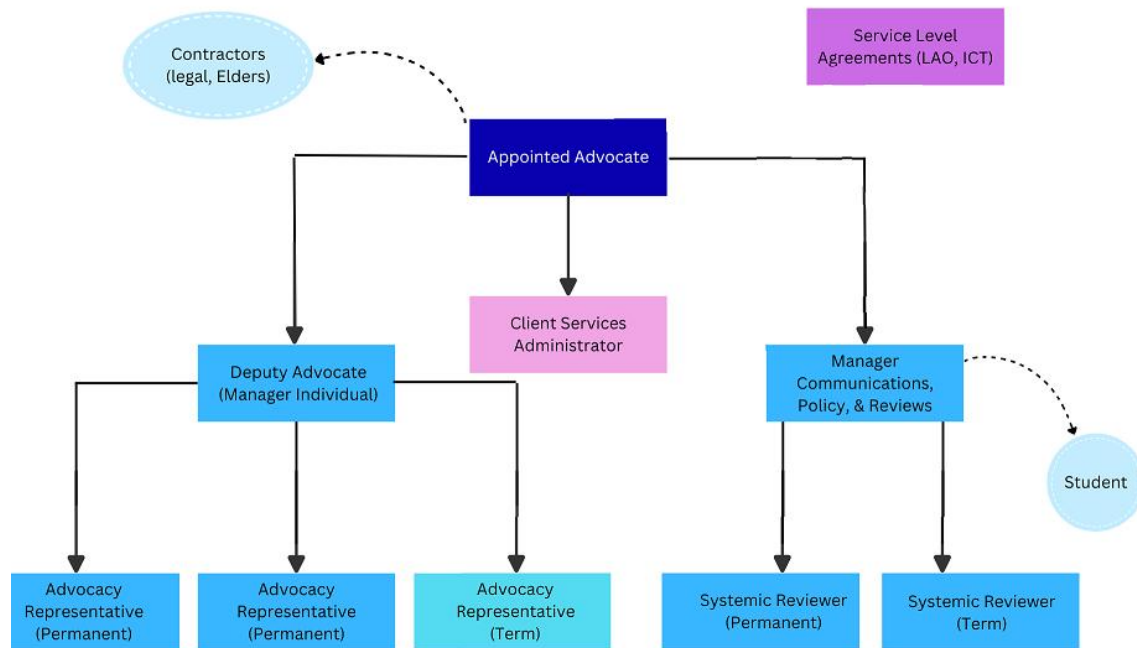
Section 6 – Budget – n/a

Section 7 - Working Environment

This position works in a small office responsible for specific legislated duties. The Child and Youth Advocate

Office regularly navigates sensitive and disturbing information about harm to children, including child abuse, critical incidents, systemic barriers and competing interests. The Advocacy Representative works as part of a small team to assess and respond to referrals to the office, providing a compassionate and professional response to those who may be distressed, emotional, angry, confrontational, or defensive.

Section 8 – Organization Chart



Section 9 - Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Supervisor: I have reviewed with the incumbent the duties and responsibilities assigned to this position. Supervisor: _____ Date: _____	Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me. Incumbent: _____ Date: _____
Director of Human Resources: _____ Date: _____	