



## **Privacy and Compliance Officer Permanent Full time**

Are you a Privacy and Compliance Officer who is looking to build on your strong track record of constructing and maintaining a privacy program with an opportunity to make a real difference in the lives of Indigenous people within a strengths-based environment?

**If so, let's talk!**

### **Organization Description**

Thunderbird Partnership Foundation is a national non-profit organization serving First Nations in mental wellness. Our mandate is set by three frameworks:

1. Honouring Our Strengths: A Renewed Framework to Address Substance Use Issues Among First Nations in Canada
2. Indigenous Wellness Framework
3. First Nations Mental Wellness Continuum

Our core stakeholders are First Nations communities and the network of First Nations adult and youth treatment centres. To support the mandate, Thunderbird has two office locations, one based in a First Nations community in southwestern Ontario, and the other in the city of London, Ontario.

### **Your opportunity**

As the Thunderbird Partnership Foundation **Privacy and Compliance Officer**, you will

- build and maintain a strategic and comprehensive privacy program that defines, develops, and utilizes policies and processes that enable consistent and effective privacy practices which minimize risk and ensure confidentiality.
- monitor activities to ensure Thunderbird Partnership Foundation is compliant to internal processes and policies while ensuring adherence to privacy legislation.
- work on a team with others like yourself who are dedicated to work which has real value and meaning in the lives of others.
- apply your experience, skills, talents, and passion for the benefit of others while learning from expertise of your wellness focused team.
- work with staff who are kind, supportive, encouraging, and caring.
- enjoy the satisfaction that comes from knowing that your work is much more than just a job.

Under the supervision of the Operations Manager, the Privacy and Compliance Officer shall undertake the following duties:

- Address any privacy breaches, privacy investigations, instances of non-compliance.
- Establish and administer protocols to address privacy and security complaints.
- Act as an internal resource for staff, provide organizational privacy training and address concerns, questions, or complaints regarding privacy.



- Address questions and concerns from the public relating to privacy issues.
- Ensure alignment between security and privacy compliance programs including policies, practices, investigations.
- Establish an ongoing process to track, investigate and report inappropriate access and disclosure of information.
- Perform and oversee initial and periodic privacy risk assessment including both mitigation and remediation content.
- Conduct regular ongoing compliance monitoring activities.
- Maintain appropriate privacy and confidentiality consents, authorization forms and information notices reflective of current organization and legal practices and requirements.
- Ensure contractual agreements meet all privacy requirements.
- Develop, deliver, and oversee initial and ongoing privacy training to the workforce.
- Maintain current knowledge of applicable federal and provincial laws.

### **You bring**

- a bachelor's degree in information systems or related field and 3 years' related experience
- a thorough understanding of privacy legislation, regulations and guidelines including those governing access and release of information.
- a demonstrated ability to design and manage a comprehensive privacy program.
- exceptional facilitation and presentation skills.
- an ability to build strong professional relationships.
- experience in developing continuous improvement initiatives.
- hands on experience with MS Office.
- experience working with First Nations, or an Indigenous organization, which is an asset.
- fluency in a First Nations language, which is a definite asset.
- excellent interpersonal and communication skills (verbal and written).
- the ability to work collaboratively with internal team and external stakeholders.
- the ability to function autonomously with minimal supervision, to be flexible and adaptable to change.
- a high level of professionalism and ability to always maintain confidentiality.
- a creative, detail-oriented, strong, and self-motivated work ethic with a commitment to quality.
- strong organizational, time-management and multitask skills with the ability to work on multiple assignments in a fast-paced, deadline-oriented environment.
- the ability to attend worksites not accessible by public transportation.

If this sounds like the right fit for you, please email your **resume and cover letter** for confidential consideration to: [resumes@nnapf.com](mailto:resumes@nnapf.com)

Thunderbird Partnership Foundation (NNAPF)  
22361 Austin Line  
Bothwell, ON N0P 1C0

**Closing date:** Open until filled.



We value the importance of diversity and dignity in the workplace and are committed to developing inclusive, barrier-free recruitment and selection processes and work environments.

If you require accommodation during the recruitment and selection process, please let us know. We thank all applicants for their interest; however, only those candidates who are selected for an interview will be contacted.

To request a full job description, please contact: Annette Howlett at [ahowlett@thunderbirdpf.org](mailto:ahowlett@thunderbirdpf.org)