CAREER OPPORTUNITY

Disclosure Researcher

Social Service Support Job Class

Permanent

$56,020-$64,668

The **Legal Services Department** of the Catholic Children's Aid Society of Toronto is seeking a skilled and knowledgeable individual to work on the **Disclosure team.** The successful candidate will work from the **Birchmount location** and have the primary responsibility for researching, compiling, summarizing and redacting protection and other related files for disclosure.

Duties Include:

Under the supervision of the Supervisor, Disclosure Services, the position:

Researches and redacts protection and other related files to provide information to other CAS's in the Province for:

- Protection;
- Foster care;
- Adoption and kinship services/others e.g volunteers, employment;
- Disclosure to the Ministry of Attorney General (court) Bill 133 request;
- Disclosures to other Provinces (OPP request) providing information re any child welfare involvement in Ontario;
- Submitting final drafts of all documentation to supervisor for approval;
- Checking records to determine if family/individual is known to the Society, other CPIN agencies and requesting the record, and referring client to appropriate CAS/community agency, if appropriate;
- Making telephone calls or writing letters in order to obtain more detailed information than was provided in the initial request;
- Providing information verbally to a broad range of callers who are seeking information about many aspects of protection disclosure, e.g Police, other CAS's;

Researches, compiles and maintains related files and documentation for Adoption Disclosure by:

- Researching closed microfiche records, agency records and CPIN records to obtain information;
- Preparing and editing non-identifying information concerning birth parents, child profiles, adoptive parents' profiles and medical histories in order to respond to requests from members of the adoption triad, their families, other Children's Aid Societies, health professionals; producing the material in a prescribed format and submitting same to the Supervisor for approval;
- Preparing and editing identifying information in order to respond to requests received from the Ministry, Disclosure Services for identifying information to confirm an Adoption, Disclosure Register match or for search purposes or to Indian and Northern Affairs Canada to determine an adoptee's eligibility for Native Status;
- Producing the material in a prescribed format and submitting same to the Supervisor for approval;
- Preparing and editing information in order to respond to requests from other CASs and private Adoption Practitioners;
- Checking records to ascertain if family/individual is known to the Society, requesting fiche, opening/re-opening the file with the records department;



- Sending out a letter acknowledging receipt of request and forwarding the letter to the supervisor for approval;
- Investigating and re-directing requests for information to appropriate agencies;
- Making telephone calls or writing letters in order to obtain more detailed information than was supplied in the initial request;
- Working in a safe manner in accordance with the Society's Health & Safety Policies and procedures and all relevant legislation.

Other duties as required:

- Providing other related disclosure tasks as it relates to providing information to clients (meeting with clients) and other tasks as needed;
- Participate in quality assurance and quality improvement projects and activities to ensure quality of own work.

Qualifications Required:

- **Community College diploma in Social Services or Legal *(ideally with training/exposure to child welfare)*or equivalent post secondary diploma/certificate related to child development, abnormal psychology, and family systems, domestic violence, child abuse and neglect, or a combination of education and experience;**
- Ability to research, compile and prepare reports; above average accuracy in documentation file redaction and proof reading skills;
- Demonstrated exceptional writing skills; ability to summarize information in a clear and concise fashion;
- Excellent organizational, coordination and time management skills to determine priorities, meet strict deadlines and manage several assignments simultaneously;
- Excellent communication skills including strong interpersonal and verbal skills with an ability to interact with a wide variety of people;
- Ability to use sound judgement, discretion and tact to respond to highly confidential material, to address a range of issues and to problem-solve;
- Demonstrated ability to work independently and to work as part of a team;
- Skills, knowledge, and application of computer programs such as, AS400, Microsoft Word, Fast Track, Laser Fiche, CPIN, Lotus Notes;
- Demonstrated understanding, and commitment to, integrating the values in the CCAS Mission Statement, the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships.

Assets:

- Knowledge of Disclosure Services and Adoption Disclosure legislation;
- Knowledge of the Society's recording system and record keeping systems;
- Knowledge of Record checking procedures;
- Knowledge of CPIN procedures.

file #

E- 16- 048 – OACAS

to

Catholic Children's Aid Society of Toronto, 26 Maitland Street, Toronto, Ontario M4Y 1C6
Fax: (416) 395-1551 | E-mail: hrs@torontoccas.org

Deadline Closing Date is: September 6, 2016

We thank you for your interest in working at the Catholic Children's Aid Society of Toronto. Upon available openings, we will be contacting qualified candidates accordingly.

All communications will be held in strict and professional confidence.
The Catholic Children's Aid Society of Toronto is committed to equity and diversity and encourages applicants from varied backgrounds.

We will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance at hrs@torontoccas.org