



If you are looking to join an organization which offers a
meaningful **JOB OPPORTUNITY** then **CAST** is
the place for you!

The following 3 full time contract positions are available for 3 months each and applications are invited:

TITLE/BRANCH

Child & Family Disclosure Worker
Legal Services

LOCATION

Location: Yonge/Boor, Toronto

SALARY RANGE: \$56,738 - \$65,329

PURPOSE:

Responds to requests for disclosure of Society records, prepares records, and performs Society record checks.

MAJOR RESPONSIBILITIES:

1. Responds to written requests for file disclosure from Child Welfare Agencies concerning child protection matters and concerning foster care applicants, kinship care and adoption applicants. Reviews records and prepares for disclosure by removing and/or redacting information according to policies and procedures.
2. Responds to written requests for file disclosure from others, including Office of the Children's Lawyer, law firms, police, treatment resources and other health professionals. Ensures consents or legal process such as court orders are provided as required. Reviews records and removes or redacts information according to policies and procedures.
3. Responds to written requests for file disclosure from clients. Verifies identity in accordance with agency policies and procedures. Reviews records and removes or redacts information according to policies and procedures.
4. Answers general and specific enquiries related to access to and disclosure of records. Refers to appropriate Agency/department where applicable. Provides interpretation and explanation of CAST disclosure policies.
5. Maintains detailed, accurate and up to date records regarding file disclosure and general inquiries. Documents work related to disclosure requests in CPIN. Maintains monthly and yearly statistics regarding assigned and completed work.
6. Checks CAST records in response to requests from individuals. Provides information or refers caller to appropriate department or worker.
7. Interviews drop-ins in relation to requests for file disclosure or summonses/subpoenas/search warrants. Provides information, or service, or refers to intake and/or other community resources as appropriate.

8. Assists former clients who require information from CAS files to obtain their birth certificates. This consists of researching files and liaising with other agencies including the Office of the Registrar General. May also need to assist with delayed registrations on closed files.
9. Attends Family Court and Criminal Court in response to subpoenas and summonses for production of CAST files. Testifies as to authenticity of CAS files and procedures for record keeping.
10. Consults with CAST legal counsel and communicates with Crown lawyers and police officers as required.
11. Prepares files in response to Search Warrants, Subpoenas, Summonses and Court Orders for production of records. Prepares affidavits to accompany files when necessary.
12. Seeks legal advice from CAST legal counsel where appropriate
13. Meets regularly for supervision, peer consultation, service planning, discussion of issues and development of guidelines and policies for practice in Disclosure Services.
14. Performs administrative duties such as photocopying, faxing, filing, typing, etc.
15. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
16. Uses sound judgment in consideration of financial resources.
17. Complies with Society's financial policies and procedures.
18. Other related duties as assigned.
19. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.

QUALIFICATIONS:

Education and Experience

- A post-secondary education, preferably from a program requiring strong communication skills plus some experience working in the social service sector or the equivalent of education and experience.

Knowledge and Skills

- Verbal skills to communicate effectively with a wide sector of the community including former clients, other professionals and in legal proceedings, as required.
- Analytical skills and attention to detail.
- Strong problem-solving and priority setting skills.
- Ability to work independently.
- Ability to diffuse angry or upset clients
- Computer proficiency, preferably with experience in Microsoft Word, Microsoft Excel, Microsoft Access, Lotus Notes, CPIN, FSCMS and eCopy.

THIS POSITION IS WITHIN THE BARGAINING UNIT

Anti-Oppression/Anti-Racism at CAST

CAST is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Accommodation at CAST

We are also committed to developing a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make their accommodation needs known in advance by contacting the Human Resources Department at 416-924-4640 x2300. Human Resources will work together with the hiring

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committee to arrange reasonable and appropriate accommodation which will enable you to be assessed in a fair and equitable manner.

Please apply online at www.torontocas.ca under employment section or applications can be faxed (416-324-2400), or mailed (30 Isabella Street, 5th Floor) to the attention of Human Resources. Only qualified applicants will be acknowledged.

POSTING DEADLINE: Friday June 23, 2017

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