



Peel Children's Aid is a progressive child welfare agency serving children and their families throughout the diverse communities of the region of Peel.

At Peel CAS, our mission is to protect children and strengthen families & communities through partnership. We are currently seeking the following professional to join our team:

Disclosure Associate

(11 Month Contract – 2 Positions)

Note: The Disclosure Associate is a confidential position.

The Disclosure Associate is responsible for providing administrative and clerical support to the Disclosure unit of the Program Management and Service Support department and its many programs/projects, under the direction of the Service Program Team Leader.

This position will work closely with the Disclosure Coordinator in preparing disclosure requests including but not limited to; records check, requests from clients, former clients, legal representatives, court ordered file disclosures, requests from office of the children's lawyers, treatment/support providers etc.

PRINCIPLE RESPONSIBILITIES

- Opens all disclosure related incoming mails/emails/fax/voice-messages as per agency guidelines and prepares it for further processing.
- Enter disclosure requests to e-forms/electronic data base.
- Completes record checks on agency and provincial data bases as required to successfully complete the disclosure request.
- Read, redact, and or summarize the case files and prepare them for disclosures as appropriate within the stipulated time frame with high accuracy and in accordance with the related policies and procedures.
- Independently complete all court ordered disclosure requests within the stipulated timeframe, including the record checks under The Children's Law Reform Act.
- Independently completes child protection related file disclosure requests from other child protection agencies in a time sensitive manner.
- Completes record check requests from other agencies, offices, and or individuals as directed by the supervisor/team leader.
- Work in collaboration with the Disclosure Coordinator to process disclosure summary letters.
- Work as a team member by fostering agencies vision, mission and values.
- Communicates via telephone, facsimile, e-mail, and or letter, with the staff, disclosure clients, other Children's Aid Societies, other agencies, etc as and when required.
- Clarifies requests for information and prepares information for disclosure following prescribed policies, guidelines, procedures, legal requirements, legislation, and timelines.
- Requests and receives all required documents, including signed consents prior to the sharing of any information.
- Processes all disclosure requests as directed by the team leader/supervisor, including but not limited to processing correspondence, completing reports, summaries and forms, gathering statistics, printing, redacting, and copying file information and all other related works pertaining to disclosure.
- Maintains a tracking and filing system of all waiting and processed requests.



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- Submits all completed summary letters for approval to the assigned supervisor/team leader prior to information leaving the Society.
- Updates the Society's files with disclosure information, closes and prepares the file for the records department. Completes all forms and closing procedures as required.
- Prepares statistical information as directed by the team leader/supervisor, including but not limited to the number of requests, the type of request and the time required to complete disclosure requests per fiscal year.
- Act as a focal point and provide guidance to administrative staff in other areas of the agency regarding disclosure related policies and processes.
- Provide coverage to the disclosure unit.

JOB SPECIFICATIONS/COMPETENCIES

1. Excellent computer skills, including MS Word, Excel, Outlook, and PowerPoint. Ability to learn and use new software.
2. Excellent writing skills including accuracy, punctuation, spelling, grammar, and the ability to determine what is requested and concisely summarize information.
3. Good verbal communication skills and ability to relate to internal staff and external collaterals, and clients.
4. Good organizational and time management skills and ability to multitask.
5. Ability to work independently with little direction following prescribed timelines and guidelines.
6. Ability to understand, apply and work within the Society's disclosure policies, guidelines and procedures and the legal requirements of disclosure and the ability to apply these procedures in processing disclosure requests.
7. Ability to understand and use the Child Welfare Information System and the Society's records system and the ability to use microfilm for reading and document copying.
8. Ability to prepare and maintain a tracking/filing system and the ability to prepare statistical information pertaining to disclosure.
9. Good organizational and time management skills
10. Bilingual in French and English is an asset.

QUALIFICATIONS

- Post-secondary diploma in office/business administration/social service or related
- 2-3 years related experience

HOURS OF WORK

- 9am-5pm, Monday to Friday
- Working hours may vary and applicants must be flexible to work outside of standard office hours

HOURLY RATE: \$27.08 - \$33.50



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If you care deeply about the welfare of children and want to work in a dynamic and challenging environment, we'd like to hear from you.

Please submit your cover letter and resume indicating the competition number "PCAS17-125" via email to resumes@peelcas.org by October 27, 2017.

We thank all candidates for their interest however only those considered for an interview will be contacted.

Peel Children's Aid is committed to diversity in the workplace and is an Equal Opportunity Employer. Should you require accommodation during the recruitment and selection process, please inform human resources so that we can ensure your equal participation in this process.

Please visit our website at www.peelcas.org