



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families, and nurturing lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Protection Support Worker - Disclosure

Full time, Permanent

Required Qualifications

- Bilingual French/English an asset.
- Relevant post-secondary education considered an asset
- 1-3 years office experience including data management (data entry/retrieval)
- Experience working with confidential information; CAS experience an asset
- Ability to navigate child welfare systems and agency databases to collect and synthesis information.
- Computer and customer service skills
- Ability to summarize information in a coherent and succinct manner.
- Excellent writing skills
- Investigative mindset
- Recognize importance of data integrity
- Tact and diplomacy
- Accuracy, while meeting deadlines
- Work independently within a team environment
- Punctual and reliable
- Initiative and attention to detail
- Excellent analytical and organizational skills
- Capacity to quickly learn new systems

Key Responsibilities

- Receive and respond to all requests for record disclosure (non-legal), including adoption disclosure.
- Provide written summaries of historical involvements.
- Utilize current and historical document and case management systems to respond to client and agency information disclosure requests in a thorough and timely manner. Understand legacy systems within the agency and at other agencies.
- Determine the nature of the request and information required.
- Obtain all necessary and appropriate consents.
- Thoroughly search and review all client records.
- Provide relevant information based on the request.
- Document a summary of information requested and provided.
- Support the Protection Support Worker – Records by following the centralized agency wide record check process for seeking, requesting, and documenting information in the case management system for our agency and to provide information, when requested, to other agencies.
- Comply with health and safety policies and the Ontario Health & Safety Act.
- Committed to anti-oppression values of justice, equity, respect of the beliefs and traditions of others.

Catholic
Children's Aid Society
of Hamilton



Société d'aide à l'enfance
catholique
de Hamilton

- Committed to Society values of Success for Children, Youth & Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team.

We offer attractive benefits, with experience based remuneration.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.