

Liaison Officer – Intercountry Adoption

Are you interested in an opportunity where you can provide knowledge and expertise to support the process of ensuring that international adoptions conform to relevant legislation, regulations, policies and procedures?

If so, accept this unique and exciting opportunity with the Ministry of Children and Youth Services, Client Services Branch.

What can I expect to do in this role?

In this role, you will:

- Interpret Ontario's adoption legislation, regulations, standards, policies and procedures and provide information to the general public, service providers, federal government and other national and international jurisdictions
- Liaise with relevant organizations in order to implement requirements of the Intercountry Adoption Act, 1998 (IAA) and the Child and Family Services Act (CFSA) and resolve case-specific issues related to adoption
- Identify gaps in policies and procedures and gather and provide statistical information as required
- Develop, write and maintain international adoption manuals to reflect shifting public demands and changing legislation requirements
- Develop orientation packages, make presentations to new adoption licensees and provide ongoing consultation and training
- Work in conjunction with Adoption Officers on licensing processes, including reviewing applications to facilitate international adoptions in Ontario and researching requirements in foreign countries

Location: Toronto

How do I qualify?

Technical Knowledge and Skills

- You have excellent knowledge and understanding of professional case management practices related to international adoption, as well as licensing and compliance, to ensure that the best interests of the child are met and to ensure compliance with ethics and policies of the child's country of origin
- You have the ability to interpret and apply relevant legislation (e.g. the Inter-country Adoption Act, 1998 (IAA) and the Child and Family Services Act (CFSA)), as well as related Regulations and policies, to provide information to foreign governments and the public related to international adoption

Communication and Interpersonal Skills

- You are able to provide clear and logical direction to the public and stakeholders
- You have proven oral communication skills to provide response to Canadian Embassies and foreign adoption authorities on complex issues
- You have proven written communication skills to write and update international adoption manuals
- You are able to provide training to case assistants, intake workers and records clerks

Analytical Skills

- You have analytical skills in order to identify gaps in adoption policies and procedures
- You have experience assessing and developing strategies to resolve complex or conflicting situations presented by stakeholders

Computer Skills

- You are proficient with computer and related software (such as MS Word, Excel) to prepare information manuals, correspondence, file notes and statistics, access and update database with required information, and conduct research

Salary Range: \$1,085.98 - \$1,333.44 per week

Additional information:

- 1 Permanent, 101 Bloor St W, Toronto, Toronto Region

Please apply online, only, by **Wednesday, May 2, 2018**, by visiting www.ontario.ca/careers and entering **Job ID 121114** in the Job ID search field. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at www.gojobs.gov.on.ca/ContactUs.aspx to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.

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