

File Disclosure Clerk

1-year contract 1.00 FTE, Bracebridge

The Agency We are a Child Welfare and Children's Mental Health agency committed to service excellence, teamwork and participation in decision-making. We respect and value diversity and operate from an anti-oppression framework. Located in the prime recreational area of Simcoe County and the District of Muskoka, we provide the opportunity to combine a career with a lifestyle of your choice.

The Job This is a full-time temporary contract position. The incumbent reports to the Executive Assistant in the Bracebridge office. Primary duties include; maintenance of the agency's files in accordance with agency policy and procedures; conduct record searches as relating to requests for disclosure of all file types within the agency; find and retrieve information from files in response to requests from authorized users and appropriate community services; sort or classify information according to guidelines such as content, purpose, user criteria, or chronological or alphabetical order. This is a Bargaining Unit position under CUPE local 5319.

Qualifications

- Diploma in administrative/secretarial training or related experience.
- Background in social services an asset.
- The ability to work cooperatively with, support and assist team members in the performance of their duties.
- Good understanding of English grammar and the ability to edit written material for grammatical and spelling errors and summarize file information.
- A sound understanding of legal secretarial practice and the ability to quickly learn and implement complex sets of policies and procedures relating to his/her duties.
- Understanding of Family Court procedure, the Child and Family Services Act and the child welfare system in Ontario.
- Strong knowledge of Microsoft Office applications, CPIN and other office software and equipment.
- Understanding of anti-oppression values and principles.
- Bilingualism (English/French) is a highly desired asset.

Compensation The salary range is \$44,050 to \$55,074 commensurate with experience.

Applications by: April 27th, 2018

Please apply to: <https://home.eease.com/recruit/?id=15649541>

We thank all applicants, however only those under consideration will be contacted.

Accommodation at Simcoe Muskoka Family Connexions

We are committed to 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 any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705.726.6587 x 2252. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

All Simcoe Muskoka Family Connexions offices are scent-free