



Halton Children's Aid Society JOB POSTING # 3-18

Disclosure Assistant

POSITION TYPE:	One (1) Regular, Full Time Position
EMPLOYEE GROUP:	CUPE Local 2501 Band 4
DEPARTMENT:	Records Management
REPORTS TO:	Manager of Organizational Development
POSTING DATE:	February 5, 2019
POSTING DEADLINE:	Applications should be directed to hr@haltoncas.ca by February 12, 2019 at 4:30 p.m.

Under the supervision of the Manager of Organizational Development of the Halton Children's Aid Society, the Disclosure Assistant is responsible for ensuring the completion of third party legal disclosure requests and providing comprehensive administrative support pertaining to the legal mandate.

Main duties and responsibilities include, but are not limited to:

- Prepares disclosure material based on priority, as determined by Society practice, the supervisor and/or legal counsel and/or provincial recommendation.
- Ensures information, materials and file information provided to third parties meets accepted and required legal and Society privacy and confidentiality standards.
- Liaises with workers, supervisors and legal counsel to obtain information to be disclosed and/or deleted.
- Completes disclosure requests by deadline and arranges for pick-up of material.
- Meets and sits with clients reviewing vetted files.
- Maintains up-to-date system to track disclosure requests and completions.
- Provides staff with deadlines and information about disclosure requests; and follows up with staff and supervisors to ensure all requests are completed in a timely manner, as required by CFSA, the Family Law Rules and Court directives.
- Prepares all necessary legal documents and letters.
- Maintains necessary information for statistical purposes.
- Prepares files for scanning; upon completion of scanning returns material to the file according to document and file maintenance requirements of the Society.
- Answers incoming calls and respond to them accordingly.
- Maintains up-to-date and complete files and filing systems.
- Performs other administrative duties such as photocopying and faxing.
- Contributes to centralized administrative services throughout the Agency as required.
- Completes people searches in CPIN and identifies appropriate person record for

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use in case.

- Identifies, marks and merges any duplicate person records in CPIN
- Provides coverage to Records Management Team including the Records Assistant

Knowledge, Education, Experience, Skills and Attributes

Qualifications

- Legal Administration Diploma or Certificate from a recognized community college or university.
- Experience as a Disclosure Assistant or Legal Assistant (Family Law preferred).
- Experience completing disclosure requests.
- Familiarity with the Child and Family Services Act.
- Eligibility for membership with the Institute of Law Clerks of Ontario an asset.
- Strong knowledge and use of software such as the Child Protection Information Network (CPIN), E-forms and Microsoft Office.

General Skills and Attributes

- Knowledge of child welfare sector considered an asset
- Strong written communication skills and the ability to prepare legal documents with attention to detail
- Professional, approachable and customer-service orientated
- Strong problem solving and conflict resolutions skills with the ability to demonstrate tact and diplomacy under pressure
- Solid planning , time-management , multi-tasking and organizational skills to meet strict statutory timelines for the preparation and service of Court documents
- Ability to deal with written material of an explicit nature
- Ability to think independently while taking direction from the Legal Counsel
- Valid Ontario Drivers License and a vehicle available for work purposes
- A positive outlook

The Halton Children's Aid Society is an equal opportunity employer.

While we thank candidates for their application and interest in HCAS, only candidates selected for an interview will receive formal acknowledgement.

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 905-635-0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.