

Compliance and Privacy Officer

Jewish Family & Child is a multi-service, client-centered agency, family service, and a Children's Aid Society supporting the healthy development of individuals, children, and families; we are seeking a **Compliance and Privacy Officer** to oversee the design, implementation, and monitoring of the Agency's privacy initiatives in accordance with the Personal Health Information Protection Act (PHIPA), Part X of the Child Youth and Family Services Act (CYFSA) and future privacy-related legislation. This position reports to the Director of Research & Evaluation and is outside of the bargaining unit.

RESPONSIBILITIES:

- ❖ Assume major responsibility for coordinating a range of Ministry- and Agency-based audits related to performance standards and legislative compliance.
- ❖ Undertake a variety of duties that support the quality assurance program, including participating on committees and special projects as well as making recommendations regarding evidence-based practices.
- ❖ Identify Agency policy needs, reviews policies for privacy compliance, and develops and implements Agency policies and procedures.
- ❖ Manage the design, implementation, and monitoring of the Agency's privacy compliance program to act in accordance with privacy-related legislation.
- ❖ Ensure reasonable safeguards against loss, theft, unauthorized access, use or disclosure, copying, modification, transfer, and disposal of protected health information (PHI).
- ❖ Develop risk mitigation initiatives pertaining to privacy standards in compliance with relevant Agency and legislative requirements.
- ❖ Act as the Agency's key privacy advisor and subject matter expert for all inquiries pertaining to privacy issues.
- ❖ Provide supervision, performance management, and ongoing support to staff members who report directly to the incumbent.
- ❖ Perform other duties as required.

QUALIFICATIONS:

- ❖ Bachelors and/or Master's degree in public policy, law, information management, or equivalent.
- ❖ Minimum 3 years relevant experience working in a policy environment.
- ❖ Certified Information and Privacy Professional designation (CAPAPA) strongly preferred.
- ❖ Strong understanding of privacy frameworks, principles, and compliance programs.
- ❖ Skills in auditing, producing audit reports, project management, and change management considered an asset.
- ❖ Previous auditing and risk assessment experience considered an asset.
- ❖ Superior verbal and written communication skills.

If you are interested in applying for this position, please visit <https://www.jfandcs.com/career-opportunities> submit your résumé and cover letter. This position will remain active until it is filled.

JF&CS is conveniently located at 4600 Bathurst Street in Toronto. On the premises you will find free parking, a daycare centre and a gym (with subsidized membership).

Jewish Family & Child is committed to the principle of equal opportunity employment. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

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

To learn more about Jewish Family & Child, please visit: www.jfandcs.com | www.facebook.com/jfandcs