



# Dnaagdawenmag Binnoojiiyag

## Child & Family Services

517 Hiawatha Line  
Hiawatha First Nation, ON  
K9J 0E6

### **Employment Opportunity Legal Disclosure Worker – Hiawatha and Rama locations**

#### **Purpose of the Position:**

Reporting to the Manager, Records Information, the incumbent is responsible for preparing file disclosures including but not limited to: records checks, file summaries, requests from other CAS agencies, requests from clients, former clients, legal representatives, court ordered file disclosures, requests from office of the Children's Lawyers, community partners, and others.

#### **PRINCIPAL RESPONSIBILITIES**

##### **DOCUMENTATION**

- Maintain and update documentation through client database
- Complete all forms and closing procedures as required
- Complete all documentation requirements independently, as there is no administrative support for this work

##### **ENGAGEMENT AND EXTERNAL AND INTERNAL COLLABORATION**

- Work with other departments and community collaterals to complete requests in a timely manner and maintain harmonious working relationships
- Develop an understanding of other related community agencies and their mandates. This may include membership on committees or involvement in special projects related to the work of the Dnaagdawenmag Binnoojiiyag Child and Family Services.
- Responsible for the completion of other related tasks as assigned by his/her Supervisor (In-House Legal Counsel)
- Work co-operatively as a team member to facilitate the functioning of the Legal Services Team, and other staff team members throughout Dnaagdawenmag Binnoojiiyag Child and family services
- Work closely with Disclosure Analysts to process disclosure requests as required

##### **PROFESSIONAL SELF AND WELLNESS**

- In keeping with the Dnaagdawenmag Binnoojiiyag Child and Family Services statement of Vision, Mission and Values is responsible for demonstrating awareness and compliance with the Health and Safety Act and its regulations in performing duties in a safe manner and follows health and safety and all other agency policies, procedures and legislation
- Participate in professional development to achieve increased competence and skill in areas critical to performance by attending appropriate training opportunities and keeping current with the theory and practice in one's area of employment

## **KNOWLEDGE AND SKILLS**

### **Education and Experience:**

- A 2-year accredited College Diploma in Legal Office Administration or Law Clerk. Consideration may be given to candidates with a 2-year diploma from an accredited college in Business Administration, or other related program, plus an additional 2 years' experience related to legal disclosures
- Basic knowledge of the Child, Youth & Family Services Act and a basic knowledge of child protection proceedings
- Demonstrated ability to coordinate matters in the legal system that relate to lawyers, Dnaagdawenmag Binnoojiiyag Child and Family Services staff and members of the public involved in the court system
- Knowledge of court rules and the relevant legislation and expectations of the court office and understanding of child protection clinical practice
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential

### **Minimum Experience:**

- Two (2) years' experience in a related field working with legal disclosures
- Demonstrated ability to work from a solutions-focused, strengths-based perspective
- Proficient interpersonal skill and the ability to establish and maintain collaborative working relationships
- Demonstrated written communication skills to meet Dnaagdawenmag Binnoojiiyag Child and Family Services recording responsibilities and other administrative requirements
- Proven organizational and time management skills to set and meet priorities established by Dnaagdawenmag Binnoojiiyag
- Proven ability to work independently as well as to function as a cooperative team member
- Proficiency in the use of technology
- Demonstrated understanding of filing systems
- Ability to utilize clinical skills to interpret information from files and summarize them in a concise manner
- Proven ability to work independently as well as to function as a cooperative team member
- Positive attitude, interest and passion for the project, willingness to be a project champion
- Willingness to mentor, coach and support the development of knowledge of colleagues
- The Employer reserves the right to waive the required qualifications in the event of other exceptional qualifications or experience

### **Knowledge Requirements**

- Knowledge of child welfare services issues at the First Nation and regional level
- Knowledge of Dnaagdawenmag Binnoojiiyag Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishinabek culture, traditions and the Seven Grandfather Teachings
- Knowledge of First Nation service delivery, customs and traditions in relation to child welfare
- Knowledge of the Child, Youth and Family Services Act
- Proficiency in the use of technology
- Demonstrated understanding of filing systems
- Ability to utilize clinical skills to interpret information from files and summarize them in a concise manner

- Proven ability to work independently as well as to function as a cooperative team member
- Positive attitude, interest and passion for the project, willingness to be a project champion
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#### **Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$2M automobile insurance coverage

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Normal office working conditions apply
- Incumbent does have the ability to move freely as required to reduce fatigue
- Much time is spent reviewing documentation and working on a computer
- Normal office working conditions apply
- Occasional evening and weekend work to meet deadlines

**Salary Range:** \$56,000.00 - \$67,483.00 (Dependent on Education and Experience)

#### **Closing Date:**

- Posting open until filled;
- Incomplete applications will not be considered;
- Only those selected will be contacted for an interview.

#### **Please send:**

- Application for Employment - available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca)
- Cover letter and Resume
- 3 work related references

Human Resources Recruitment  
Dnaagdawenmag Binnoojiiyag Child & Family  
Services, 517 Hiawatha Line  
Hiawatha, ON K9J 0E6  
Fax: 705-295-7137  
Email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)

#### **Notes:**

- Persons of First Nations, Inuit and Métis ancestry and members of Dnaagdawenmag Binnoojiiyag First Nations are encouraged to apply;
- For a full job description and any questions please email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)