

Glass and Associates –Disclosure Assistant

Full-Time Position

The Position

Glass and Associates is seeking a disclosure worker to assist in providing legal services to Jewish Family and Child Service of Greater Toronto (JF&CS) a multi-service and child welfare agency. The Disclosure Worker reports to the Disclosure Administrator and responds to enquiries made by clients, former clients, lawyers, community professionals, and others regarding their entitlements to information from the JF&CS records.

The duties of the disclosure worker include:

- Researching, Redacting and Disclosing file information to clients, former clients, and former children in care.
- Researching, Redacting and Disclosing file information to community professionals and other child welfare agencies.
- Writing file summaries for those applying for information in accordance with existing legislation, guidelines and procedures.
- Responding to general inquires in person, by phone, or email and providing interpretation and explanation of the legislation, Society policies and procedures regarding access to and disclosure of file information.
- Other duties as assigned.

Qualifications:

- A Bachelor's degree in a related field with relevant work experience.
- A law clerk or paralegal diploma with relevant work experience.
- Strong interpersonal and communication (oral and written) skills.
- Demonstrated administrative and organizational skills.
- Meticulous attention to detail. Proofreading experience is an asset.

Qualified candidates should submit a resume, cover letter and the names of 3 references to Debra Glass, 4600 Bathurst Street, Toronto, ON, M2R 3V3 or by electronic mail to dglass@glassassoc.com.

Only those candidates who will be interviewed will be contacted.

Thank you