



# KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

## CAREER OPPORTUNITY

**POSITION: (2) FILE DISCLOSURE CLERK (Non-Union Position)**

**COMPETITION: #20-09**

**LOCATION: Timmins**

**STATUS: Contract** until March 31, 2020 with possibility of extension, pending funding – 35 hrs per week

**SALARY: \$55,000 - \$70,928 per annum**

**CLOSING DATE:**

**JOB SUMMARY:** Reporting to Kunuwanimano in-house counsel, the File Disclosure Clerk is responsible for providing all access and permissible disclosures in accordance with Part X of the Child, Youth, and Family Services Act, and Agency policy and procedure.

### REQUIRED QUALIFICATIONS:

#### Education and Experience:

- Post-Secondary education relevant to the position;
- Ability to related an interact in a supportive, courteous, and understanding way with the public, professionals in the community, clients, and colleagues
- Exceptional writing, grammar, and computer skills
- Thorough knowledge of all Agency services and demonstrated, superior time-management skills;
- Extensive knowledge of the Agency information systems, including Frontline;
- Extensive knowledge of Part X, and the CYFSA, and Agency policies and procedures;
- Must produce a negative Criminal Record Check with Vulnerable Sector Screening
- Ability to speak a Native language will be considered an asset;
- Must be able to work under minimal supervision;
- Must possess a valid class 'G' driver's licence, have daily access to a reliable vehicle with a \$2 million rider liability insurance;
- Must be willing to travel and to work flexible hours.

### KEY RESPONSIBILITIES:

- Provides fair, equitable, respectful and culturally relevant service to First Nations children, youth and families, consistent with the vision, mission and values of Kunuwanimano;
- Electronically input file access/disclosure into Frontline;
- Ensure necessary consents are obtained prior to releasing information;
- Thoroughly review applicable files;
- Other related duties as assigned within the program's mandate.

Please refer to our website: [www.kunuwanimano.com/employment.htm](http://www.kunuwanimano.com/employment.htm), for posting details. Please quote the Competition No. in your cover letter and resume, and submit by email to [HR@kunuwanimano.com](mailto:HR@kunuwanimano.com), by fax to 705 266-9122, or by mail to:

Human Resources  
Kunuwanimano Child & Family Services  
401 Cedar Street South  
Timmins, Ontario, P4N 2H7

Kunuwanimano Child and Family Services is committed to employment equity and diversity in the workplace. Kunuwanimano Child and Family Services strives for inclusivity and representative hiring practices to respond to the communities we serve. We believe that children, youth, and families have a right to be served in a manner that recognizes their culture, heritage, and traditions, and is respectful of cultural, religious, and regional differences.

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

**Thank you for your interest in Kunuwanimano. Only those considered for an interview will be contacted.**