

JOB POSTING:

FILE DISCLOSURE CLERK

(20-Month Full-Time Contract Position)

The Sarnia-Lambton Children's Aid Society is a trusted ally to families, communities & cultures in creating safe, nurturing environments for children and youth to grow and succeed.

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.

Duties & Responsibilities:

- Electronically input file access/disclosures into CPIN;
- Ensure necessary consents are obtained prior to releasing information;
- Thoroughly review applicable files;
- Participate in reception coverage rotation;
- Other duties as assigned.

Qualifications, Knowledge & Skills Required:

- Post-Secondary education relevant to the position;
- Ability to relate and 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 CPIN;
- Extensive knowledge of Part X and the CYFSA and Agency policies and procedures.

Sarnia Lambton Children's Aid Society (SLCAS) is committed to employment equity and diversity in the workplace. SLCAS 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.

SLCAS welcomes applications from women, visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Our agency believes in fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each individual's talents and strengths

Accommodations are available for applicants with disabilities throughout the recruitment process.

Please submit resumes and cover letter **by September 30, 2020 attention Human Resources:**

Terry Button, Human Resources Manager
Sarnia Lambton Children's Aid Society
161 Kendall Street, Point Edward, Ontario N7V 4G6
humanresources@slcas.on.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted.