



## Halton Children's Aid Society JOB POSTING # 33-22

### Disclosure Assistant

<b>POSITION TYPE:</b>	One (1) Temporary, Full Time Position For a period of up to twelve (12) months
<b>EMPLOYEE GROUP:</b>	CUPE Local 2501 Band 4
<b>DEPARTMENT:</b>	Records Management
<b>REPORTS TO:</b>	Manager of Organizational Development
<b>POSTING DATE:</b>	August 10, 2022
<b>POSTING DEADLINE:</b>	Applicants should create an account and apply at <a href="https://myavanti.ca/careersathaltoncas/">https://myavanti.ca/careersathaltoncas/</a> by <b>August 19, 2022 at 4:30pm</b>

Under the supervision of the Manager of Organizational Development of the Halton Children's Aid Society, the Disclosure Assistant is responsible for ensuring the completion of access to records and disclosure requests, requests for record corrections, and providing comprehensive administrative support pertaining to records management, personal information, and privacy concerns.

#### Main duties and responsibilities include, but are not limited to:

- Prepares access to records, records corrections and disclosure material based on timeframes outlined by the CYFSA, Part X and based on priority, as determined by Society practice, the supervisor and/or legal counsel and/or provincial recommendation.
- Ensures information, materials and file information provided to third parties meets accepted and required legal and Society privacy and confidentiality standards.
- Ensures all personal information and documentation is prepared in accordance with the CYFSA, Part X.
- Liaises with workers, supervisors and legal counsel to obtain information to be disclosed and/or deleted.
- Completes access and disclosure requests by deadline and arranges for pick-up of material.
- Meets and sits with clients reviewing vetted files.
- Maintains up-to-date system to track access and disclosure requests and completions.
- Provides staff with deadlines and information about access, disclosure and record correction requests; and follows up with staff and supervisors to ensure all requests are completed in a timely manner, as required by Child, Youth and Family Services Act, the Family Law Rules and Court directives.

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- Prepares all necessary legal documents and letters.
- Maintains necessary information for statistical purposes.
- Prepares files for scanning; upon completion of scanning returns material to the file according to document and file maintenance requirements of the Society.
- Answers incoming calls and respond to them accordingly.
- Maintains up-to-date and complete files and filing systems.
- Performs other administrative duties such as photocopying and faxing
- Contributes to centralized administrative services throughout the Agency as required.
- Completes person searches in CPIN and identifies appropriate person record for use in case, and upload historical information to CPIN
- Creates and assigned Personal Information cases in CPIN.
- Identifies, marks and merges any duplicate person records in CPIN
- Provides coverage to Records Management Team including the Records Assistant
- Provides support to the Legal Department for legal disclosure as required

### **Knowledge, Education, Experience, Skills and Attributes**

#### **Qualifications**

- Legal Administration Diploma or Certificate from a recognized community college or university.
- Experience as a Disclosure Assistant or Legal Assistant (Family Law preferred).
- Experience completing disclosure requests.
- Familiarity with the Child and Family Services Act.
- Eligibility for membership with the Institute of Law Clerks of Ontario an asset.
- Strong knowledge and use of software such as the Child Protection Information Network (CPIN), E-forms and Microsoft Office.

#### **General Skills and Attributes**

- Knowledge of child welfare sector considered an asset
- Knowledge of privacy legislation, specifically CYFSA, Part X, is considered an asset
- Strong written communication skills and the ability to prepare legal documents with attention to detail
- Professional, approachable and customer-service orientated
- Strong problem solving and conflict resolutions skills with the ability to demonstrate tact and diplomacy under pressure
- Solid planning, time-management, multi-tasking, and organizational skills to meet strict statutory timelines for the preparation and service of Court documents
- Ability to deal with written material of an explicit nature
- Ability to think independently while taking direction from the Legal Counsel
- Valid Ontario Driver's License and a vehicle available for work purposes
- A positive outlook

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### **Equity, Diversity and Inclusion**

- Responsive to the knowledge and understanding of the culture, history and current oppressions experienced by marginalized communities and communities that are overrepresented in the child welfare system, including Indigenous, racialized and the 2SLGBTQ+ communities.
- Fosters an inclusive and accessible environment where all employees, service recipients and volunteers are respected
- Strong knowledge, understanding and experience working within an equity and anti-oppressive, anti-racism practice framework, including knowledge of the 11 One Vision One Voice Race Equity practices and the Truth and Reconciliation Calls to Action
- Ensures ethnic, spiritual, linguistic, familial and cultural differences are respected
- Acts in accordance with and incorporates the Society's Code of Conduct, Confidentiality, Equal Opportunity and Anti-Discrimination, Harassment & Discrimination policies, etc.

Halton CAS has a vaccination policy and procedure in place. As a condition of employment, new employees are required to be vaccinated for COVID-19 unless they have a valid reason not to be vaccinated based on a protected ground under the Ontario *Human Rights Code*.

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The candidate will be asked to provide Halton CAS with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification.

As described above, the requirement to be fully vaccinated is subject to the Ontario *Human Rights Code*. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the *Code*, requests for accommodation from the vaccine policy will be assessed on a case by case basis and will be subject to Halton CAS' accommodation process.

### **The Halton Children's Aid Society is an equal opportunity employer.**

The Halton Children's Aid Society is committed to fostering an inclusive, accessible environment where all employees and members of the public are respected. We are dedicated to building a workforce that reflects the diversity of the communities we serve.

We thank all applicants for their interest in the Halton Children's Aid Society, we will only contact those selected for an interview. All interviewed candidates will be asked to provide a minimum of two supervisory references.

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We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 905-333-4441 ext. 0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.