



OPPORTUNITY

(External – Union)

DATE OF POSTING:	March 23, 2023
POSITION:	Program Assistant – Disclosure Clerk
TERMS OF EMPLOYMENT:	Permanent Full-time, unionized
POSTING NUMBER:	2023 - 07
START DATE:	To be determined
HOME LOCATION:	Townsend (travel within the agency's jurisdiction may be required)

EDUCATION AND EXPERIENCE REQUIRED:

- Grade 12 plus 1-2 years Community College Diploma in an Office Administration/Business Program/Law Clerk Program
- Administrative experience is an asset

RESPONSIBLE TO: **Manager of Records**

MAJOR RESPONSIBILITIES

Disclosure Clerk responsibilities include

- Organize & copy complete file for disclosure
- Ensure appropriate releases are in order for disclosures
- Review & vet file to ensure 3rd party confidentiality is protected
- Review file in its entirety; ensuring file is complete
- Prepare written file summary for professionals and/or personal use appropriate to the nature of the request.
- Tracking of time and volume for the purpose of invoicing where required
- Maintain tracking time in database for all disclosure requests

- Locating and copying specific documents for disclosure
- Consulting with and taking direction from Legal department colleagues as required
- Prepare Legacy Agencies disclosures to other CAS in accordance to current procedures including comprehensive attention to detail in redacting records
- Photocopying as required
- Maintain a neat and well organized work area
- Ensure all meetings are scheduled in accordance with Ministry mandated timelines, notify all parties
- Office of the Children's Lawyer disclosure request duties as required
- Other duties as assigned

As a Member of the Program Assistant Team

- Provide coverage for reception, as well as other teams as required including cancelling appointments for workers as required
- Initial response to people coming into off-site offices, ascertain their requirements and either direct to appropriate person/place, take message and forward to appropriate person or problem solve with clients where appropriate
- Ensure team panic button is functioning at all times
- Keyboarding of correspondence, reports and other written material, as required
- Maintain minutes of team and case related meetings and fulfil the related clerical functions in their preparation and follow-up
- Track and maintain agency filing system as it pertains to the team
- Maintain management information records of all case activity and prepare team statistics as required
- Ensure availability of a log of workers' appointments and whereabouts during office hours
- Take calls for workers if they are unavailable and follow up as necessary
- Provide screening for team coverage calls in an emergency and refer to appropriate Staff
- Create a schedule of team coverage for vacation, recording and time off
- Create and maintain team tracking system of all important dates related to the management of team cases as required
- Order and maintain adequate supply of office supplies and forms
- Prepare mailings, photocopying, scanning, faxing and uploading as required
- Ensure that all mail is prepared for distribution
- Provide coverage for office partner according to agency guidelines
- Ensure files are organized in accordance to agency standards
- Prepare files for Ministry audits and/or review as it pertains to the team
- Create files as necessary for the team
- Notify and distribute After Hours reports.
- Assume Fire Warden Role for unit
- Input after hours and referrals as required.
- Register individual for training as required
- Prepare and update After Hours Schedules as required

- Prepare and maintain After Hours kit as required
- Schedule and maintain room for required meetings, training, and community partners
- Complete and track vouchers
- Preparation for training events as required
- Facilitate unique team requirements as required
- Assist with entering referrals for the team as required
- Complete Agency work orders for the team
- Manage supply of case notes for off-site team and pick up from the main office when necessary
- Other duties as assigned

KNOWLEDGE AND SKILLS REQUIRED

- Keyboarding skill of not less than 60 wpm
- Sound analytical skills
- Proficiency in computer software i.e. Word, Excel,
- Knowledge of CWIS, E-forms and FYI software
- Proficient operation of computer equipment
- Ability to effectively use standard office equipment
- Ability to carry out oral and written direction
- Ability to maintain a consistent and even flow of work
- Excellent communication skills (both written and verbally)
- Ability to function independently and organize work activities to meet assigned responsibilities and maintain consistent even flow of work
- Ability to present a professional image to the public
- Demonstrated personal integrity and responsibility
- Ability to take and transcribe minutes
- Knowledge of Ministry standards for recording timelines
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others
- Knowledge of anti-black racism
- Knowledge of the impact of residential school and colonization
- Committed to community based philosophy
- Understanding of Indigenous practices and impact of colonization
- Committed to including the voice of children/youth and families as part of our service planning and delivery

ANNUAL SALARY RANGE: In accordance with the Collective Agreement - \$40,244 - \$51,381

As a condition of hire, selected candidates will be required to provide:

- Consent for Police - Vulnerable Records Check - Results must be satisfactory to the employer
- Consent for Child Welfare check - Results must be satisfactory to the employer
- Must have a valid Ontario “G” class driver’s license and reliable vehicle.

Child and Family Services of Grand Erie is committed to working from an Anti-Oppressive and Equity practice and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.

If you don’t see yourself fully represented in each requirement of the job description, we still encourage you to apply. Research has shown individuals from underrepresented groups may only apply when they feel 100% qualified. We are committed to creating a more equitable, inclusive, and diverse organization and we strongly encourage all applicants with diverse identities and lived experiences to apply and to please self-identify in their cover letter.

We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs.

We thank all applicants; however only those considered for interviews will be contacted.

APPLICATION:

Applications in writing, with resume will be accepted electronically at:

Email: employment@cfsge.ca

CLOSING DATE:

April 6, 2023 @ 4:30 pm