



## Niijaansinaanik Child and Family Services

*Niijaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiitae, Dokis, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.*

### DISCLOSURE WORKER PERMANENT FULL-TIME

Reporting to the Manager of Legal Services, the Disclosure Worker is responsible for preparing file disclosures including but not limited to: record checks, file summaries, requests from other CAS agencies, requests from clients, former client, legal representative, court ordered file disclosures, requests from the office of the Children's Lawyers, community partners and others.

#### Qualifications

##### **Minimum Education**

- College Diploma in Legal Office Administration or Law Clerk
- Consideration may be given to candidates with a College Diploma in Business Administration, or other related program.
- Basic knowledge of the Child, Youth & Family Services Act and a basic knowledge of child protection proceedings.

##### **Minimum Experience**

- Two (2) years' experience in a related field working with legal disclosures
- Demonstrated ability to co-ordinate matters in the legal system that relate to lawyers, Niijaansinaanik Child and Family Services staff and members of the public involved in the court system.
- Knowledge of court rules and the relevant legislation and expectations of the court office and understanding of child protection clinical practice.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

##### Knowledge Requirements

- Knowledge of Niijaansinaanik programs and services
- Direct Child Protection Experience including a solid working knowledge of the Child, Youth and Family Services Act, including amendments
- A solid working knowledge of the Unified Family Court Rules and the forms prescribed by those rules
- A solid working knowledge of all Acts related to the Provision of Personal Disclosure

##### Other Requirements

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

##### Work Site Location:

- (1) Positions Magnetawan First Nation

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Director of Human Resources  
Niijaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@niijcfs.com](mailto:careers@niijcfs.com) or fax to (705) 223-7439

Application deadline is:  
**April 12, 2023 at 4:00 p.m**

Preference will be given to applicants of Native ancestry, please self-identify.  
We thank all those applicants for their interest, however, only those selected for an interview will be contacted.  
For a more detailed job description, please contact  
Human Resources at [careers@niijcfs.com](mailto:careers@niijcfs.com)  
or call (705)923-8400.