



Dufferin Child & Family Services

children's mental health • child protection • developmental support

Dufferin Child and Family Services is a multi-service agency providing Children's Mental Health, Child Protection and Developmental Support.

The agency currently requires:

1 - Permanent full time – Disclosure Clerk

You are seeking:

- A dynamic and unique professional opportunity
- A challenging role that offers variety and learning opportunities
- An opportunity to work in a progressive, multiservice agency

We are seeking:

- An enthusiastic professional who under the Supervision of the Investigation Manager and consultation with Legal Counsel, responds to disclosure and access to information requests in relation to the CYFSA, Part X and PHIPA
- Communicates with those making a request, to define the scope, requirements, and entitlement of a request
- Obtains all records from the case information system(s), reviews, and redacts
- Records in accordance with consent, legislative and regulatory requirements, policies and procedures and provincial business harmonization
- Liaises with Child Protection Workers, Child Protection Manager, Clinical Services Managers and Legal Counsel to obtain and confirm information produced for disclosure
- Updates case management system data and information regarding disclosure requests
- Administers provision of disclosure documents to requestors
- Responds to non-routine requests and inquiries
- Responds to telephone calls, emails, directs messages, etc. and provides information and/or assistance and directs or refers as appropriate with urgency, if required
- Produces, collages, packages, expedites, and processes documents and files
- Provides effective and timely customer service to all staff and clients and seeks to develop professional working relationships across all sectors as well as with external third parties
- Collaborates with staff across the organization on disclosure and access to personal information needs

Qualifications:

- Diploma or Degree from a recognized college or university in the areas of Law Clerk, Records Management or Library Science or a BA in Business, with at least two years' experience in personal information and records management
- An excellent knowledge of relevant CAS/industry computer applications (i.e. CPIN)

655 Riddell Road, Orangeville, ON L9W 4Z5

tel: 519-941-1530 fax: 519-941-1525 email: mail@dcafs.on.ca web: www.dcafs.on.ca

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- Valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance required
- Excellent grammatical, spelling, and proof-reading skills along with demonstrated written communication skills
- Basic knowledge of the Child, Youth & Family Services Act and Part X, as well as familiarity with privacy legislation (MFIPPA, FIPPA, PHIPA)

If you are interested in this job opportunity, please apply by email on or before Friday May 27th, 2022 hr@dcafs.on.ca quoting reference number 2022 – 022

As an employer committed to employment equity and accessibility for persons with disabilities, we encourage applications from members of equity-seeking communities including racialized and Indigenous persons, persons with disabilities, women, and persons of all sexual orientations and gender identities/expressions. Our hiring framework is founded in equity, truth and reconciliation, anti-black racism, and anti-oppressive practices.

DCAFS is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

DCAFS requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at (519) 941-1530 and Human Resources will strive to provide reasonable and appropriate accommodation for all applicants during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner

Thank you for your interest; however only those selected for an interview will be contacted.

Role Location: Orangeville, Ontario

Reports to: Child Protection Manager

Hours of Work: 33 hours per week / 5 days per week

Job Grade: 8

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