



Halton Children's Aid Society JOB POSTING # 21-22

Records Assistant

POSITION TYPE:	One (1) Regular Full-time Position
EMPLOYEE GROUP:	CUPE Local 2501 Band 3
DEPARTMENT:	Records Management
REPORTS TO:	Manager of Organizational Development
POSTING DATE:	May 20, 2022
POSTING DEADLINE:	Applicants should create an account and apply at https://myavanti.ca/careersathaltoncas/ by May 30, 2022 at 4:30pm

Reporting to the Manager of Organizational Development this position is responsible for the coordination and organization of the Society's paper and electronic records management.

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

- Coordinates the records management system dealing with both paper and electronic records, and other file types
- Works with Supervisor to create and implement Policies and Procedures related to records management
- Identifies and recommends procedures for continual improvement of the effective life-cycle management of the Society's information assets
- Works with departments on the management of their records and information
- Follows a corporate records classification system for both electronic and paper records
- Creates support and guide documents related to the position.
- Provides administrative support to Supervisor
- Designs and organizes the historical records file room.
- Digitizes and migrates content into CPIN
- Completes person searches in CPIN and identifies appropriate person record for use in case
- Identifies, marks and merges duplicate person records in CPIN.
- Prepares files for Disclosure Assistants as required
- Performs other duties as assigned which are directly related to the major responsibilities of the position.

Halton Children's Aid Society

JOB POSTING # 21-22

Knowledge, Education, Experience, Skills and Attributes

Qualifications

- Secondary School Diploma, office Administration Diploma preferred.
- Strong analytical and problem solving skills
- Excellent oral and written communication skills
- Excellent computer skills with proficiency in Microsoft Office Products, knowledge of the Child Protection Information Network (CPIN) and proficiency in CPIN searching
- The ability to maintain confidentiality is essential

General Skills and Attributes

- Knowledge of the Child Welfare Sector considered an asset
- Strong attention to detail
- Professional, approachable and customer-service orientated
- Strong problem solving skills with the ability to demonstrate diplomacy under pressure
- Solid planning, time-management, multi-tasking and organizational skills to meet timelines
- Ability to work independently
- Valid Ontario Driver's License and a vehicle available for work purposes
- Work is primarily performed at a desk in a normal office environment
- Long periods of sitting and computer/phone use
- The incumbent has the freedom to move about or change position at will
- Frequent periods of review and analysis and/or proofing of documents
- Multi-tasks within a fast-paced, high-volume and demanding environment
- Infrequent travel to Halton CAS sites or within the Halton region
- Occasional requirement to work evening and/or weekend hours

Team Building

- Develops professional working relationships with team members
- Works respectfully, positively and collaboratively within a team environment sharing experiences and lessons learned
- Actively participates and engages in team and staff meetings, training sessions and other meetings/sessions as required
- Supports the team and works with team members to ensure department needs are met including absence coverage

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

Halton Children's Aid Society JOB POSTING # 21-22

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.

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.

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JOB POSTING # 21-22**