



## OP P O R T U N I T Y

September 13, 2022

### **POSITION(S) AVAILABLE**

### **CURRENT SALARY RANGE**

Records Disclosure Assistant

\$67,295 - \$78,340

There are two permanent fulltime Records Disclosure positions available at our Oshawa office.

### **POSITION SUMMARY:**

To provide and process disclosure of records in accordance with the Child and Family Services Act and as directed by the Society. To provide record checks both internally and externally ensuring accuracy of information.

To prepare accurate and timely disclosure summary reports on closed protection files, and for adoption and Crown Ward disclosure, for supervisory approval, ensuring all necessary releases are received and signed. To prepare pre-search information for A.D.R. and Indian Affairs. To prepare and counsel adult adoptees in the search and reunion process.

To process Provincial Alerts when required.

### **MINIMUM QUALIFICATIONS:**

3 year College Diploma in Social Services or related field. Minimum 6 months experience. Excellent written communication and counselling skills. Proficiency in a second language an asset.

Please apply in writing including a current resume or curriculum vitae, to Human Resources by 4:30 p.m. on September 27, 2022 quoting the above noted position. Direct emails to [applyhere@durhamcas.ca](mailto:applyhere@durhamcas.ca)

*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.*

*Durham Children's Aid Society is committed to providing a safe and healthy work environment and to preventing the transmission of COVID 19 infections. All new hires will be required to be fully vaccinated and provide confirmation of the vaccination status as a condition of employment, subject to the duty to accommodate under the Ontario Human Rights Code.*