

File Disclosure Clerk

1.0 FTE permanent

The Agency

We are a Child Welfare and Child & Youth Mental Health agency committed to service excellence, teamwork and participation in decision-making. We respect and value diversity and operate from an anti-oppression framework. Located in the prime recreational area of Simcoe County and the District of Muskoka, we provide the opportunity to combine a career with a lifestyle of your choice.

Simcoe Muskoka Family Connexions (SMFC) strives to be a reflection of the diverse communities it serves. As a result, we encourage applications from traditionally underrepresented communities such as people living with a disability, racialized people, Indigenous peoples, people of different faiths and people from diverse gender, gender expression and 2SLGBTQ2SIA+ identities. If you are of the aforementioned identities, and feel comfortable making it known, please feel free to do so with the knowledge it will be kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code throughout the recruitment process.

The Job

The incumbent will report to the Service Manager, Disclosure & Privacy Services and will complete administrative functions associated with the agency's disclosure and access to records processes in accordance with agency policies and procedures, Ministry Standards and relevant legislation. This is a Bargaining Unit position CUPE Local 5319.

Qualifications

- Diploma in administrative/legal training or related experience. Certificate in Information & Records Management or related degree/diploma a highly desired asset.
- Background in social services or medical or legal records maintenance an asset
- Good understanding of English grammar and the ability to edit written material for grammatical and spelling errors and summarize file information.
- The ability to quickly learn and implement complex sets of policies and procedures relating to their duties.
- Understanding of Family Court procedure, PHIPPA, the Child, Youth and Family Services Act and the child welfare system in Ontario.
- A thorough understanding of anti-oppression values and principles is important.
- Bilingualism (English/French) is a highly desired asset.

Compensation

The salary range is \$46,292 to \$57,878 commensurate with experience, with a generous benefits package, vacation and leave provisions.

Applications by:

December 4, 2022

Internal Candidates: [Login ADP>Myself>Talent>Career Center>File Disclosure Clerk perm \(1122\)](#)

External Candidates: [File Disclosure Clerk perm \(1122\)](#)

We thank all applicants, however only those under consideration will be contacted.

All Simcoe Muskoka Family Connexions offices are scent-free

Accommodation at Simcoe Muskoka Family Connexions

Our organization is an equal opportunity employer. We provide equal employment opportunities (EEO) and we welcome candidates from all abilities and backgrounds. 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 705.726.6587 x 2252. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.