

## Job Details

### **Position Type:**

Part Time

### **Work Hours:**

21 hours per week

### **Reporting To:**

Senior Legal Counsel

### **Classification:**

Union – Administrative  
Assistant III  
(0.6 FTE)

### **Salary Range:**

\$33,812 to \$39,579  
Based on Experience

### **Location:**

Central Branch  
4600 Bathurst St.  
Toronto, ON M2R 3V3

### **Posting Date:**

May 19, 2023

### **External Closing Date:**

Until filled

### **Anticipated Start**

#### **Date:**

ASAP

## Disclosure Clerk (Part-Time)

### **About The Agency**

Jewish Family and Child Service is a multi-service, client-centered, family service agency and a Children's Aid Society. We support the healthy development of individuals, children, families, and communities through prevention, protection, counselling, education, and advocacy services, within the context of Jewish values.

### **About the Role**

We are seeking a **part time Disclosure Clerk**. The incumbent will be responsible for preparing file disclosures including but not limited to records checks, file summaries, requests from other CAS agencies, requests from clients, former clients, legal representatives, court ordered file disclosures, requests from office of the Children's Lawyers, community partners, and others.

### **Responsibilities:**

- Receive disclosure requests and prioritize based on type and timelines.
- Request and receive all required documents from party requesting disclosure, including signed consents, prior to producing disclosure.
- Complete record checks on agency databases and legacy systems, and provincial databases as required to successfully complete the disclosure request.
- Identify and request all necessary case documentation for disclosure requests
- Complete court ordered disclosures, file disclosure request, record check requests from other agencies, offices, and/or individuals.
- Redact case files to produce non-identifying file disclosures
- Communicate with staff, disclosure clients, external agencies, and community partners, as required.
- Clarify requests for information and prepare information for disclosures following policies, procedures, legal requirements, legislation, and timelines.
- Summarize pertinent information required to fulfil disclosure requests according to policies and procedures, using child protection knowledge.
- Clarify requests for information and prepare information for disclosures following policies, procedures, legal requirements, legislation, and timelines.
- Maintain and update documentation through client database.
- Complete all forms and closing procedures, as required.
- Complete all documentation requirements independently.
- Perform other duties as assigned.

### **Qualifications:**

- Accredited College Diploma in Legal Office Administration or Law Clerk.
- Two (2) years' experience in a related field working with legal disclosures.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.
- Basic knowledge of the Child, Youth & Family Services Act (CYFSA) and of child protection proceedings.
- Knowledge of court rules and the relevant legislation and expectations of the court office and understanding of child protection clinical practice.
- Knowledge of Agency programs and services.
- Proficiency in the use of technology.
- Demonstrated understanding of filing systems.

If you are interested in applying for this position, please submit your résumé by visiting <https://www.jfandcs.com/jobs>

Jewish Family and Child Service is committed to the principle of equal opportunity in employment and welcomes candidates from diverse backgrounds. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

JF&CS has a COVID-19 vaccination policy in place. As a condition of employment, all employees are required to be vaccinated for COVID-19, unless a valid exemption under the *Ontario Human Rights Code* is provided.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

To learn more about Jewish Family and Child Service, please visit: [www.jfandcs.com](http://www.jfandcs.com) | [www.facebook.com/jfandcs](https://www.facebook.com/jfandcs)