

# Join Our Team!



## **WECAS #26-05**

\$53,582 - \$69,247/year

*Pay assignments are based on internal education and experience benchmarks.*

1 Permanent Vacancy

In person - Windsor Office

Posted - Internal & External

At Windsor-Essex Children's Aid Society (WECAS), our work is centered on protecting children and strengthening families to create safe, stable, and nurturing environments. We are committed to supporting the safety, well-being, and permanency of children and youth across Windsor and Essex County.

Our team works in partnership with families, community organizations, and service providers to ensure children and youth receive the support they need to thrive. Guided by the *Child, Youth and Family Services Act*, WECAS values diversity and is committed to delivering compassionate, culturally responsive, and trauma-informed services that reflect the unique needs of the communities we serve.

When you join WECAS, you become part of a team of dedicated professionals who are passionate about making a meaningful difference in the lives of children, youth, and families in our community.

**Court Services/Disclosure Clerk:** Under the general supervision of the Privacy Officer/Clinical Education Specialist this position is responsible for collecting, reviewing and vetting files for disclosure in accordance with applicable provincial legislation including the Personal Health Information Protection Act (PHIPA), Part X of the Child, Youth and Family Services Act (CYFSA), and rules of civil procedure. The incumbent will also respond directly to disclosure requests from council and service recipients.

**Qualifications and Experience:** Applicants must meet the following requirements:

- A two (2) year college diploma in Legal Administration, or a Grade 12 diploma with a minimum of five (5) years of experience in the legal field;
- Fluency in English (testing may be required);
- Proficiency in the use of the Microsoft Office Suite;
- Ability to work under pressure and meet strict deadlines;
- Demonstrated ability to allocate cognitive resources efficiently to ensure thoroughness and accuracy when completing tasks; and
- Be able to obtain a clear, Agency-approved Police Record Check.

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As we strive to place cultural humility at the center of our service delivery and provide more culturally relevant, inclusive and intersectional service to our community, we encourage those from equity seeking groups including FNMI persons, members of racialized groups, persons with disabilities and persons of diverse gender identities, gender expressions and sexual orientations to self-identify in confidence in your cover letter.

We invite qualified applicants to apply in confidence, by sending a PDF version of their combined cover letter and updated resume (as 1 PDF attachment) **Attn: Lori Jeffery, Human Resources Advisor** to [wecas.careers@wecas.org](mailto:wecas.careers@wecas.org) referencing the competition number **WE-CAS 26-05 – Court Services/Disclosure Clerk** in the subject line no later than **4:30pm on April 10, 2026**.

*WECAS is also committed to an inclusive, barrier-free recruitment and selection process and work environment. Candidates requiring accommodation during any stage of the recruitment and assessment process are encouraged to advise us of the nature of the accommodation required to ensure their equal participation.*

**OUR CHILDREN, OUR FUTURE**