



Huron-Perth
Children's Aid Society

HEAD OFFICE

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BRANCH OFFICE

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The Society is currently accepting resumes for the full-time position as follows:

RECORDS MANAGEMENT CLERK (STRATFORD OR GODERICH LOCATION)

Located in the picturesque town of Goderich, and Stratford, Ontario, we are committed to partnering with communities to provide professional child protection services. We advocate for and protect children's rights; support and strengthen families and we are leaders for positive change in our community.

Huron-Perth CAS is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. We encourage applicants from African Canadian, Indigenous, people with disabilities, 2SLGBTQ+ communities to apply and to self-identify in their cover letter. We are also committed to providing barrier-free and accessible employment practices for all. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Summary of Duties and Responsibilities:

Under the supervision of the Senior Legal Counsel, the Records Management Clerk will be responsible for preparing disclosure requests by redacting information, including but not limited to record check, requests from other CAS agencies, requests from clients, former clients, legal representatives, court ordered file disclosures, community partners, and others.

- Prepares disclosure material based on priority, as determined by Agency practice, the supervisor and/or legal counsel and/or by provincial recommendation.
- Ensures information, materials and file information provided to third parties meets accepted and required legal and Agency privacy and confidentiality standards.
- Liaises with workers, managers, and legal counsel to obtain information to be disclosed and or/deleted.
- Completes disclosure requests by deadline and arranges for pick-up of material.
- Meets and sits with clients reviewing vetted files.
- Maintains up-to-date system to track disclosure requests and completion.
- Provides staff with deadlines and information about file disclosure requests; and follows up with staff and managers to ensure all requests are completed in a timely manner, as required by CFSA, the Family law Rules and Court directives.

SAFE CHILDREN.
CONFIDENT YOUTH.
RESILIENT ADULTS.

*To advocate for and protect children's rights;
to support and strengthen families;
and to be leaders for positive change in our community.*

- Maintains necessary information for statistical purposes.
- Prepares files for scanning; upon completion of scanning returns material to the file according to document and file maintenance records of the Agency.
- Completes people searches in CPIN and identifies appropriate person records for use in case.
- Performs general administrative duties, including filing, word processing, faxing, photocopying, answering telephones, binding documents, sorting mail, etc.

Qualifications:

- Diploma in Legal Office Administration or Law Clerk and/or 2 years' experience related to legal disclosures preferred.
- Consideration will be given to candidates with a diploma in records management, library science, information management, business administration, office administration, and/or administrative training.
- Understanding of Family Court procedures, the Child, Youth and Family Services Act, 2017 and the Child Welfare system in Ontario.
- Demonstrated ability to coordinate matters in the legal system relating to lawyers, agency staff and members of the public involved in the court system.
- A sound understanding of legal practice and the ability to quickly learn and implement complex sets of policies and procedures relating to their duties.
- Excellent written communication skills to meet agency recording responsibilities and other administrative requirements.
- Strong knowledge of Microsoft Office applications, Adobe Pro, CPIN and other agency software and equipment.

Candidates who meet the qualifications are welcome to apply and should do so in writing to Kendra Baker, Human Resources Coordinator at HR@h-pcas.ca. A cover letter and full resume, including three current professional references would be appreciated.

We thank all applicants, however, only those to be interviewed will be contacted.