



Huron-Perth
Children's Aid Society

HEAD OFFICE

639 Lorne Avenue E.
Stratford, ON N5A 6S4
tel 519.271.5290
fax 519.272.0953

BRANCH OFFICE

413 MacEwan Street
Goderich, ON N7A 4M1
tel 519.524.7356
fax 519.524.1541

The Society is currently accepting resumes for the twelve (12) month contract in-person full-time position as follows:

RECORDS MANAGEMENT CLERK

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 assigned Legal Counsel and working closely with the Legal Department and Privacy Officer, the Records Management Clerk will be responsible for preparing disclosure requests by redacting information, including but not limited to Personal Information Requests, Adoption Disclosures and CLRA requests.

Qualifications:

The incumbent should possess the following:

- 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 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 his/her duties.

SAFE CHILDREN.
CONFIDENT YOUTH.
RESILIENT ADULTS.

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- Detail-oriented with an analytical approach to problem-solving and demonstrated ability to work from a solutions-focused, strengths-based perspective.
- Excellent written communication skills to meet agency recording responsibilities and other administrative requirements.
- Proficient interpersonal skills and the ability to establish and maintain collaborative working relationships.
- Strong knowledge of Microsoft Office applications, Adobe Pro, CPIN and other agency software and equipment.
- Understanding of anti-oppression values and principles.
- Valid driver's license.

Remuneration: \$54,005 - \$64,245

Candidates who meet the qualifications are welcome to apply and should do so in writing with a resume and cover letter to:

Corissa Parker, Director of People and Culture at HR@h-pcas.ca

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

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