



Unit Assistant, Legal Disclosure

Employment Terms & Hours of Work: PT Temporary; up to 21 hours per week, 5.5 months

Position: Union

Compensation: Range, based on qualifications and experience: \$49,130 – 59,017 per annum (pro-rated for hours worked)

Starting Date: As soon as possible

Application Deadline: Applications will be reviewed on an ongoing basis up to 11:59pm September 12, 2023

Application Process: Please apply through our Career portal section of our website: <https://hccas.ca>

Guided by Catholic values and teachings, we serve and offer bilingual (English/French) service to children, youth and families within the Hamilton community to protect their safety and well-being, strengthen families and nurture lifelong relationships.

The Catholic Children's Aid Society of Hamilton is committed to having a workforce that is reflective of the diversity of the city of Hamilton and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Duties:

- Under the direction of the supervisor, the Unit Assistant Legal Disclosure ensures the completion of client and third-party disclosure and access requests (open, closed files, and child in care) made to the Society.
- In meeting disclosure and access requests the information, materials and file information provided to third-parties meets accepted and required legal and Society privacy and confidentiality standards. Records are maintained of files for tracking disclosures.
- Consults with and is provided direction from the supervisor before taking any action on a request when clarification is required.
- Maintains up-to-date system to track disclosure and access requests and tracks completions.
- Liaises with agency social workers, supervisors and legal counsel to obtain information to be disclosed and/or redacted and to obtain files for scanning.
- Prepares disclosure and access material based on the priority and statutory timelines, as determined in consultation with supervisor.
- Requests record searches to determine what records exist.
- Ensures requisite consents or court orders are obtained.

- Redacts all privileged and confidential information from the scanned computer files, using in-house computer program. Reviews finalized document to ensure accuracy and completeness of editing.
- Retains and saves the redacted version of the scanned file(s) and provides it to the requester using secure protected method of transmission.
- Uses the Child Protection Information Network (CPIN) to document personal information requests.
- Distributes correspondence for disclosure, retaining in-house records and notifying key staff as per legal department procedure.
- Prepares procedures that set out disclosure and access process to assist other staff in any absence.
- Maintains desk manual outlining procedures and processes related to duties.
- Maintains an up-to-date record of completed files and filing systems required in the legal unit.
- Attends unit meetings, participates in regular supervision and in the evaluation programs.
- Contributes to problem solving and to the improvement of administrative practices of the unit and the Agency.
- Demonstrates a willingness to learn new skills and accept additional responsibilities.
- Maintains a professional personal presentation and appearance and presents the agency in a professional manner with internal and external contacts.
- Maintains acceptable attendance and punctuality. Informs supervisor and staff as per policy for any unplanned absences and assists in arranging coverage and identifying priority matters.
- Maintains confidentiality of all files, documents and materials.
- Coordinates work with supervisor, and follows the direction of the supervisor after consultation when required.
- Completes mandatory training and participates in ongoing agency training.
- Demonstrates leadership and a commitment to the principles of anti-oppressive practices and anti-racism based on justice, fairness, equity, respect of the beliefs and traditions of others.
- Complies with agency Health and Safety policies and the Ontario Health and Safety Act, and regulations.
- Committed to the Society's mission and vision.
- Performs other duties as may be assigned.

Required Qualifications and Skills:

- Graduate of a recognized community college or successful completion of the Institute of Law Clerks of Ontario course, or equivalent experience.
- At least 3-5 years of experience in a paralegal/law clerk position performing a legal disclosure function, or at minimum a College certificate or diploma in a law program and direct and relevant work experience.
- At least 3-5 years of experience in an administrative legal support position in a family law practice,
- Demonstrates a respectful, compassionate demeanor, using tact, sensitivity and diplomacy when dealing with others.
- Demonstrated competence in problem solving and the exercise of good judgment.
- Ability to be decisive and effective under pressure and to perform tasks efficiently and using initiative and judgment in a fast-paced environment. Seeks assistance when appropriate.
- Demonstrated experience in duties requiring concentration and high attention to detail.
- Familiarity with the Child, Youth and Family Services Act and rules of access and disclosure.

- Excellent organizational, coordination and time management skills to determine priorities, act in a timely manner and complete administrative duties within strict deadlines and manage several assignments simultaneously.
- Effective verbal and written communication skills applying sound interpersonal and organizational skills. Produces written communication that is concise, professional and accurate. Proof reads for error, grammar, and content.
- Ability to work jointly, co-operatively in consultation with other persons, professionals and teams. Maintains effective communication and working relationships with Agency staff, clients and stakeholders. Contributes own personal expertise in assisting other staff members.
- Ability to work independently, to take responsibility for organizing, prioritizing and completing the work assigned.
- Demonstrates a commitment to, and work ethic in leadership and role models behaviours that demonstrates the Mission and Vision of the Catholic Children's Aid Society.
- Bilingual French/English is an asset.
- Knowledge and commitment to anti-oppressive/anti-racist philosophy.

Additional Requirements for this Position:

- Computer literate with demonstrated proficiency in Microsoft office and proprietary child welfare systems and programs.
- Able to affirm and integrate in the delivery of services the Society values which reflect the Agency's Catholic faith, heritage, culture and traditions.
- At the time of hire, documents required will include:
 - Police clearance
 - Provincial Child Protection Record Check
 - Valid Ontario Driver's license and acceptable drivers abstract.

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Catholic Children's Aid Society of Hamilton is committed to ensuring a unbiased selection process that values equity, diversity and inclusion and reflects the Hamilton Catholic community that we serve.

In order to minimize interviewer bias we have incorporated the following into our selection process:

- *We will have our interview panel score written assignments blind to eliminate bias*
- *We will seek out recent examples on behavior-based questions during the interview process*
- *We will review a candidate's lived experience during the interview and when assessing staffing needs*
- *We provide accommodations in accordance with AODA and the Ontario Human Rights Code*
- *We will hold your application in strict and professional confidence*

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. If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources.