



Our Mission

Families and Communities Keeping Children and Youth Safe, Nurtured and Strong.

The Agency

We are a progressive multi-service, child welfare agency committed to service excellence in the provision of child protection, youth justice and early intervention services. Located in the Near North, we provide the opportunity to combine the career and lifestyle of your choice.

COORDINATOR OF DISCLOSURE AND LEGAL SUPPORTS

Permanent Full-Time

The Coordinator of Disclosure and Legal Supports will report to the Senior In-House Legal Counsel, as well as the Manager of Corporate Services. The incumbent will provide coordination of the legal operations in the Legal Services team, with particular emphasis on supporting the legal counsel; monitoring and coordinating the flow of legal information and workload; conducting basic research, including the use of legal databases; and responding to the needs of service recipients through the process of disclosure. The incumbent will assist in the application of the Access to Information and Privacy Acts, the provision of disclosure services, and various other activities relating to the coordination, release and disclosure of sensitive information under the control of the Children's Aid Society of the District of Nipissing and Parry Sound.

Key Accountabilities:

- Develop systems and procedures for administering and tracking legal undertakings, and the coordinating and consolidating of legal information in order to meet deadlines.
- Monitor legal file statuses to ensure appropriate follow-up actions.
- Prepare various legal agreements and forms, draft correspondence and documentation.
- Act as a point of contact for all local and regional administrative enquiries on legal and disclosure issues and direct to legal counsel/Sr. Management as appropriate for action.
- Monitor changes in legislation and keep the legal counsel and Senior Management Team abreast of the evolution of pertinent Bills/Acts.
- Responsible for the maintenance and processes of all legal files (electronic and paper).
- Participate in various projects and initiatives as determined by Senior Management and in-house legal counsel.
- Receive and respond to access to information requests and issues.
- Collect information requested and review documents produced for application of exemptions and exclusions.
- Prepare records for release under applicable privacy legislation.
- Participate at provincial committee meetings in order to keep abreast of changes and developments.
- Provide guidance and advice to management and staff related to Access to Information and Privacy Acts, ATIP policy matters, and proactive/informal disclosure of information.

Qualifications:

- Graduate of an accredited Law Clerk or Paralegal Program or University Degree in Law and Justice, in combination with relevant experience
- Minimum two (2) years of experience working in a legal capacity – preferably in the Child Welfare field
- Knowledge of relevant legislation, regulations, and Ministry standards
- Knowledge regarding privacy and disclosure practices

- Good understanding of the Society's values, service philosophy, and objectives
- Ability to develop concise and thorough affidavits, reports, summaries, and legal documents
- Excellent communication skills both written and spoken
- Bilingualism would be considered an asset
- Valid Ontario Driver's License and access or ownership to a vehicle is required

General Skills and Attributes:

- Demonstrated interpersonal and collaboration skills to coordinate effectively with a broad variety of stakeholders
- Ability to pay meticulous attention to detail and the accuracy of information
- Ability to think critically and analyze research information
- Demonstrated problem solving, planning, priority-setting, and conflict resolution skills
- Demonstrated presentation skills to represent the Society in the community and legal proceedings
- Ability to maintain the appropriate safeguards for the confidentiality of Society and client information.
- Demonstrated ability to work in a fast-paced work environment and to deal with stressful situations.
- Proficiency with computer software

Salary: \$68,836 - \$83,378

Qualified Applicants may forward a detailed resume and cover letter by 8:30 a.m., Tuesday, September 8, 2020 to the Human Resources Department via email to: Hr.Information@parnipcas.org.

The Society would like to thank all applicants for their interest; however only those selected for an interview will be contacted.

Applicant requiring accommodations for the interview are asked to make such requests when contacted for an interview.