



KINA Gbezhgomi Child and Family Services Employment Opportunity

Posted: July 31, 2026

Location: Manitoulin Island or Sudbury

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, beliefs, and customs. **Preference will be given to Anishinaabe Candidates (please self-identify) in your application.**

FILE DISCLOSURE CLERK (1) FULL-TIME POSITION

Salary Range: \$68,243.24 to \$ 83,929.84 + Immediate Pension & Benefits

OVERVIEW:

Reporting to Kina Gbezhgomi Child and Family Services in-house counsel, the File Disclosure Clerk is responsible for providing all access and permissible disclosures in accordance with Part X of the Child, Youth, and Family Services Act, Federal Act Respecting First Nation, Inuit and Metis Children, Youth and Families, and Agency policy and procedure. The incumbent will be responsible for preparing file disclosures including but not limited to requests from clients, former clients, legal representatives, court ordered file disclosures, requests from office of the Children's Lawyers, community partners, and others.

QUALIFICATIONS:

- Accredited College Diploma in Legal Office Administration or Law Clerk or Post-Secondary education relevant to the position.
- Two (2) years' experience in a related field working with legal disclosures.
- Experience in working within an Anishinaabe Child and Family Well-Being Services is preferred or proven experience in working with Anishinabek people.
- Have a class 'G' Ontario Driver's License, access to a personal vehicle and be able to travel.

SKILLS, KNOWLEDGE, & ABILITIES

- Receive disclosure requests and prioritize based on type and timelines.
- Request and receive all required documents from party requesting disclosure, including signed consents, prior to producing disclosure.
- Identify and request all necessary case documentation for disclosure requests.
- Complete court ordered disclosures, file disclosure request, from other agencies, offices, and/or individuals.
- Redact case files to produce non-identifying file disclosures.
- Communicate with staff, disclosure clients, external agencies, and community partners, as required.

WORK ENVIRONMENT

- Given the traditional practices of the Anishinabek, from time-to-time exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar, may occur within the work setting.
- **Candidates must live within service area, or be willing to relocate**

DEADLINE: AUGUST 14TH, 2026 AT 4PM

Applicants are encouraged to visit our website at www.kgcfs.org/employment to review the full job description. KGCFS offers competitive wages, a generous benefits package and an OMERS pension plan.

Please submit your application marked "Confidential-Disclosure Clerk". Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers.

Please also detail in your application: education, employment experience, and cultural participation.

Applications are accepted and in the following order of preference: by email, fax at

Human Resources – Confidential
Disclosure Clerk

Kina Gbezhgomi Child and Family Services
Main Office - 98 Pottawatomi Avenue,
Wikwemikong, Ontario P0P 2J0

Email: hr@kgcfs.org

KGCFS is committed to fostering an inclusive and accessible workplace in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request throughout the recruitment process. We thank all applicants for their interest; however, only those selected for an interview will be contacted. **Conditions of Employment:** Successful candidates will be required to provide a Police Record Check (level determined by position), a satisfactory Driver's Abstract, proof of \$1M Liability Insurance, and supervisory references (with consent to contact).