

DISCLOSURE CLERK JOB DESCRIPTION		
	Department	Legal
	Supervisor	In-House Counsel
	Location	Sudbury or Manitoulin
	Salary Range	Following Salary Scale

Kina Gbezhgomi Child and Family Services (KGCFS) proclaims that we are an Anishinabek Agency servicing Anishinabek people to ensure services are delivered by honouring the Anishinabek way of life. KGCFS is derived from the overall cultural context of the Anishinaabe people. Other conventional child welfare services or approaches may be used and added to supplement the Anishinaabe cultural core of the agency. KGCFS believes that child welfare services outside the Anishinaabe cultural core are secondary to the primary Anishinaabe cultural core, and that child welfare services that are responsive to the cultural circumstances of the Anishinaabe client population take priority. KGCFS will be culturally grounded in its Anishinaabe foundation, beliefs and practices and will be culturally responsive in its delivery of service while striving to educate, retain and protect traditional Anishinaabe practices.

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.

DUTIES & RESPONSIBILITIES

1. Receive disclosure requests and prioritize based on type and timelines.
2. Request and receive all required documents from party requesting disclosure, including signed consents, prior to producing disclosure.
3. Identify and request all necessary case documentation for disclosure requests.
4. Complete court ordered disclosures, file disclosure request, from other agencies, offices, and/or individuals.
5. Redact case files to produce non-identifying file disclosures.
6. Communicate with staff, disclosure clients, external agencies, and community partners, as required.
7. Clarify requests for information and prepare information for disclosures following policies, procedures, legal requirements, legislation, and timelines.
8. Summarize pertinent information required to fulfil disclosure requests according to policies and procedures, using child protection knowledge.
9. Clarify requests for information and prepare information for disclosures following policies, procedures, legal requirements, legislation, and timelines.
10. Maintain and update documentation through client database.
11. Complete all forms and closing procedures, as required.

12. Complete all documentation requirements independently.
13. Work collaboratively with all agency staff, biological parent(s) and caregiver(s), extended family and the member First Nations as required within your respective position of service.
14. Create an anti-oppressive work environment while modeling respect, professionalism, and act as a positive role model with integrity.
15. Will complete a Historical Awareness / Self- Assessments and develop an Individual Wholistic Wellness Plan including a Competency Based Assessment Tools to develop a Cultural Training Plan and passport with intent to monitor wellness and enhance and measure cultural congruencies.
16. Will actively participate in agency sponsored cultural training, staff development and educational opportunities, cultural activities, events, and ceremonies with intent to enhance cultural congruencies.
17. Perform other duties as assigned.

QUALIFICATIONS

Education and Experience

- 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.

Conditions of Employment

- Provide a clear Police Records Check and/or Vulnerable Sector Screening Check (As determined by the police department).
- Possess a valid standard First Aid/CPR certificate or be willing to obtain one.
- Have a class 'G' Ontario Driver's License, an acceptable Drivers Abstract, access to a reliable vehicle and be able to travel. A requirement of \$1M Liability Insurance is required if you transport clients.
- May be exposed to potentially hazardous environments this may include driving conditions and volatile situations.
- Willing to carry an agency cell phone, IT equipment, and drive agency vehicle as needed.
- Can sit/stand for extended period in front of computer.
- While performing the duties of this job, the position will typically be within an office setting both on and off site from assigned office location.
- Work a standard work week of 35 hours per week, however, the ability to work flexible hours may be required.

SKILLS, KNOWLEDGE, & ABILITIES

- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.
- Knowledge of the Child, Youth & Family Services Act (CYFSA) and of child protection proceedings.
- Knowledge of Agency programs and services.
- Proficiency in the use of technology.
- Demonstrated understanding of filing systems.
- Ability to relate and interact in a supportive, courteous, and understanding way with the public, professionals in the community, clients, and colleagues.

- Exceptional writing, grammar, and computer skills
- Must be able to maintain confidentiality.
- Ability to take direction and to work within the policies, procedures, and guidelines, mission, philosophy, and core values of the Agency.
- Ability in management of human resources.
- Excellent oral and written communication skills.
- Working knowledge of Microsoft Office programs, Frontline (Penlieu), and the Internet.
- Ability to flex daily work hours as determined by the Manager.
- Must possess a valid Ontario Driver's License and be willing to travel.
- Must be willing to authorize a Vulnerable Sector Check and Driver's Abstract.
- An individual of Anishinaabe ancestry is preferred with genuine understanding and lived experiences of Anishinaabe worldviews, traditions, customs, and practices.
- The ability to speak the Anishinaabe language is a definite asset and/or willingness for continual learning. Preference will be given to applicants who can speak or write Ojibway, provided they have the skills, ability, and qualifications to do the job.

CULTURAL COMPONENTS

- Possess knowledge, respect, and sensitivity of the Anishinaabe culture and be committed to helping Anishinaabe families strengthen and achieve Mino Bimaadizowin (living the good life) through healthy level of well-being.
- Expert knowledge of Anishinaabe history and oppression including colonization, government interventions including federal and provincial laws, jurisdictions, policies, and effects to Anishinabek.
- Strong commitment to helping Anishinaabe children and their families in ways that respect Anishinaabe cultural and spiritual healing practices.
- Proven expertise in ability to perform with cultural safety, cultural sensitivity, and cultural humility with skill to encourage healing.
- Honour all children and youth who may be in transition equally and strive to provide the required supports for Lesbian, Gay, Bisexual, Transgender, Queer and 2-spirited individuals to achieve healthy self-esteem and life enrichment.

WORK ENVIRONMENT

- Given the traditional practices of the Anishinabek, (from time to time) you may be exposed to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar which may occur within the work setting.
- Positions in the field of Anishinaabe Child Protection can be both mentally and emotionally challenging. The nature of KGCFS positions may expose incumbents to high levels of tension when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasions.
- The incumbent can expect there will be times they will encounter inclement weather conditions during course of driving.

PHYSICAL DEMANDS

- Sufficient vision and hearing to perform all job duties.
- Able to perform physical and mental activities related to the job duties.

- Able to occasionally lift to 12 kg (25lbs) and operate related equipment.
- While performing the duties of this job, the "Position" will typically be in an indoor setting, the delivery of activities will most likely be held outdoors.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

ACKNOWLEDGMENT OF RECEIPT

I certify that I have read, understand, and agree to the responsibilities assigned to the position. I further understand that other duties may be assigned, or my role modified as necessary to meet changing needs of the organization.

Employee Signature	Print Name	Date (dd/mm/yy)

I certify that this job description is an accurate description of the responsibilities assigned to the position at present. Management reserves the right to amend roles or duties as required.

	Denise Morrow	
Executive Director Signature	Print Name	Date (dd/mm/yy)