

JOB TITLE: Disclosure Coordinator

SALARY: \$70,567.80 - \$87,468.05 (2024-2025)


Agency:

The Children's Aid Society of Oxford County partners with parents, caregivers, and the community to provide a safe environment for children and youth through equitable, culturally aligned services. Our office is located in Woodstock, Ontario, and we provide services to all areas within Oxford County.

Position Summary:

The Disclosure Coordinator is responsible for overseeing the File Disclosure function within the agency and the staff completing disclosure and access to information requests. The Coordinator will oversee all disclosure and access requests and the statistics required to support agency compliance with legislation.

Main Responsibilities:

- Provide effective and efficient leadership and supervision to the Disclosure Team.
 - Receive and track record disclosure requests or orders and ensure that information, materials, and file information provided to individuals and third parties meets legal and Society privacy and confidentiality standards.
 - Receive and track access to information requests and ensure that information, materials, and file information provided to Requestors meets compliance with legislation, and legal and Society privacy and confidentiality standards.
 - Open Intake cases in CPIN to capture records disclosure and access to information requests.
 - Assign records disclosure and access to information requests to File Disclosure Workers.
 - Communicate with Requestors, in writing, over the phone, electronically, and/or in person, to obtain the necessary information to process the disclosure or access request.
 - Ensure compliance with the requirements of the appropriate legislation and common law with the assistance of legal counsel.
 - Organize and prioritize disclosure requests and/or access to information requests.
 - Maintain statistics for the purpose of reporting to the Office of the Information and
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Privacy Commissioner of Ontario, and for internal reporting.

- Provide education and training opportunities to agency staff and File Disclosure Workers regarding the guidelines and legislative parameters relating to disclosure and access to records requests.
- Participate in the review and evaluation of Agency disclosure and access to records documentation practices and systems, and implement quality improvement initiatives.
- Update and maintain, with current information, instructions for File Disclosure workers, to guide and support their job responsibilities.

QUALIFICATIONS:

- Experience of more than 5 years in Records Disclosure;
- Solid understanding of Part X of the Child, Youth, and Family Services Act (CYFSA) relating to access to information and records disclosure, and Ontario Regulation 158/18 of the CYFSA relating to adoption disclosure;
- Sound judgement in matters of confidentiality and privacy;
- Excellent organizational skills and ability to maintain up-to-date records;
- Knowledge of the Agency Recording System;
- Willing to work overtime or flexible hours to meet the various demands of the role that may arise from time to time;
- Demonstrated computer literacy and skill according to job requirements, including proficiency in Microsoft Word, Excel, or other spreadsheet programs and redaction software such as Adobe Pro;
- Valid driver's license in good standing and available vehicle.

The Children's Aid Society of Oxford County is committed to the values of equity, inclusion, and respect and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Agency accepts applications from all qualified individuals and encourages applications from equity-deserving groups.

We are committed to creating an accessible environment for all. If you are contacted to participate in the interview process, please let us know if you have any accommodation needs.

Apply with a cover letter and résumé to Human Resources at: hr@casoxford.on.ca
The deadline for this posting is: **November 1, 2024**