



Niijaansinaanik Child and Family Services

Niijaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiitae, Dokis, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.

DISCLOSURE WORKERS (2) PERMANENT FULL-TIME

Reporting to the Screening Supervisor, the Disclosure Worker is responsible for preparing file disclosures including but not limited to: record checks, file summaries, requests from other CAS agencies, requests from clients, former client, legal representative, court ordered file disclosures, requests from the office of the Children's Lawyers, community partners and others.

Qualifications

Minimum Education

- College Diploma in Legal Office Administration or Law Clerk
- College Diploma in Business Administration

Minimum Experience

- 2 years' experience in a related field working with legal disclosures
- Working independently as well as function as a cooperative team member
- Experience performing precise clerical skills to interpret information from files, and summarize them in a concise manner

Knowledge Requirements

- Knowledge of Niijaansinaanik Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of the Child, youth and Family Services Act, and a basic knowledge of child protection proceedings, and expectations of the court office

Other Requirements

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

Work Site Location:

- 2 in Parry Sound

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources
Niijaansinaanik Child and Family Services
940A Main Street, Dokis First Nation, ON P0M 2N1
Email to: careers@nijcfs.com or fax to (705) 223-7439

Application deadline is:

This position will remain posted until filled

Preference will be given to applicants of Native ancestry, please self-identify.

We thank all those applicants for their interest, however, only those selected for an interview will be contacted.

For a more detailed job description, please contact

Human Resources at careers@nijcfs.com

or call (705)923-8400.