

## Internal Job Posting

POSITION:	<b>Disclosure Worker- Legal Department</b> Permanent Position – Peterborough Office
COMPETITION NUMBER:	U1712
DESCRIPTION:	Reporting to the Senior Legal Counsel, the incumbent is responsible for preparing file disclosures including but not limited to: records checks, file summaries, requests from other CAS agencies, requests from clients, former clients, legal representatives, court ordered file disclosures, requests from office of the Children's Lawyers, community partners, and others.
COMMENCING:	ASAP
SALARY:	\$ 49 495 - \$57 578
QUALIFICATIONS:	Bachelor of Social Work Degree, consideration may be given to applicants who possess a Bachelor degree in a related field and a Social Service Work Diploma with 2 years' experience in child welfare. Masters of Social Work would be considered an asset. Knowledge of the CFSA and Ministry of Youth Services
APPLICATION:	Applications, <u>quoting competition number U1712</u> , may be submitted using one of the following methods: E-mail: <a href="mailto:khcas.hr@khcas.on.ca">khcas.hr@khcas.on.ca</a> Mail: Kawartha Haliburton Children's Aid Society 1100 Chemong Rd. Peterborough, ON K9H 7S2 ATT: HUMAN RESOURCES Fax: 705.745.6641
POSTED:	Thursday July 13, 2017
CLOSED:	Wednesday July 19 <sup>th</sup> 2017 (by 4:30 pm)
Accommodation	<i>We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705 743 9751 x1257. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.</i>