



JOB POSTING

POSITION:	Legal Disclosure Analyst Full Time/Temporary (19 Jan 26 - 24 Sept 26)– Peterborough
COMPETITION #:	U2602
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:	\$ 59,619 to \$68,613
QUALIFICATIONS:	Bachelor of Social Work Degree, consideration may be given to applicants who possess a bachelor’s 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 CYFSA, 2017 and Ministry of Youth Services. Valid Driver’s License.
APPLICATION:	Applications, <u>quoting competition number U2602</u> may be submitted <u>no later than the closing date noted below</u> , using one of the following methods: E-mail: khcas.hr@khcas.on.ca Mail: Kawartha Haliburton Children’s Aid Society 1100 Chemong Rd. Peterborough, ON K9H 7S2 ATT: HUMAN RESOURCES Fax: 705.745.6641
POSTED:	Thursday February 26, 2026
CLOSES:	Wednesday March 4, 2026
ACCOMMODATION:	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 x1260. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable the candidate to be assessed in a fair and equitable manner.
KHCAS is committed to building a diverse workforce representative of the communities we serve. We welcome applications from all qualified candidates, and encourage applicants from Black, Indigenous, racialized and 2SLGBTBQ+ communities. We are committed to a selection process and work environment that is inclusive and barrier free.	