



PRIVACY OFFICER ASSISTANT

GENERAL DESCRIPTION

The Privacy Officer Assistant is a full-time permanent professional position. The Privacy Officer Assistant will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-it-te-win Family Services with main focus on Part X of the (CYFSA 2017)

The Privacy Officer Assistant will provide direct support to the privacy officer in all duties under Part X of the CYFSA. The Privacy Officer Assistant will coordinate intakes, correspondence to and from referral sources, file readiness for Privacy Officer review and submissions, while ensuring timely disclosure and protection of information.

The Privacy Officer Assistant oversees the development, implementation, maintenance of and adherence to privacy laws regarding the safe use and handling of protected client information. The Privacy Officer Assistant is responsible for the support of WFS Agency's Privacy Program including but not limited to daily operations of the program, development, and support to the program compliance. Training and support to our 9 First Nations and agency on changes and updating on any regulations changes once approved by Privacy Officer.

The incumbent is responsible for preparing file disclosures including but not limited to: travel to and from First Nations to securely obtain client files and or file summaries, screen 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 for final review and dissemination by the Privacy Officer.

RESPONSIBILITY:

The Privacy Officer Assistant will report to the Director of Naaniigaan Abinoojii with direct supervision from the Privacy Officer.

EDUCATION AND EXPERIENCE:

- A 2-year accredited College Diploma in Legal Office Administration or Law Clerk.
- Consideration may be given to candidates with a 2-year diploma from an accredited college in Business Administration, or other related program, plus an additional 2 years' experience related to legal disclosures.
- Basic knowledge of the Child, Youth & Family Services Act, and a basic knowledge of child protection proceedings particularly Part X.

- Demonstrated ability to co-ordinate matters in the legal system that relate to lawyers, Weechi-it-te-win Family Services staff and members of the public involved in the court system.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

CLASSIFICATION

Salary: Contact Jackie DeBenedet at (807) 274-3201 Ext. 4065 or email Jackie.debenedet@weechi.ca with any questions.

Application must include:

- ✓ Cover Letter – **Signed and Dated**
- ✓ Resume
- ✓ Three References (one must be employment related) along with written permission to contact references.
- Only those selected for an interview will be contacted.
- Immediate Benefits and Pension
- Complete job descriptions available upon request

Submit Application to:
Jackie DeBenedet
Human Resources Officer
jackie.debenedet@weechi.ca
P.O. Box 812
Fort Frances, ON P9A 3N1
Phone: 807-274-3201 Ext. 4065
Fax: 807-274-8435

DEADLINE TO SUBMIT APPLICATION:

March 8, 2024, @ 4:00 p.m.

ADVERTISEMENT (S2/3).