

## **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 confidential administrative support to the privacy officer in all duties under Part X of the CYFSA. The Privacy Officer Assistant in coordinating 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 responsibility is a resource support to WFS Privacy Officer. The assistant may be called upon to provide Training and support to our 9 First Nations and agency on changes and updating on staff on new and outgoing regulations changes once approved by Privacy Officer and agency.

The incumbent is responsible for preparing file information needed by the Privacy Officer; which may include travel to and from First Nations to securely obtain, Audit and return client files.

### **RESPONSIBILITY**

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

### **QUALIFICATIONS**

1. Post-secondary education in Business Administration, Legal Studies, Health Information Management, or related field.
2. 2–3 years' administrative experience in a confidential or privacy-focused setting.
3. Knowledge of PHIPA, FIPPA, and general privacy and confidentiality practices.
4. Strong organizational, communication, and computer skills (MS Office, databases).
5. Ability to handle sensitive information with discretion and professionalism.
6. Understanding of Indigenous culture, values, and community-based service delivery.
7. Demonstrated integrity, confidentiality, and teamwork in all interactions.

### **SALARY (W/ EQUITY)**

\$56, 854.42 - \$69, 750.44

## DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Weechi-it-te-win Family Services reserves the right to modify job duties or the job descriptions at any time.

## THREE STEP HIRING PROCESS

**Step 1 (Internal)**- An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

**Step 2 (Members of 9 First Nation Partners)**- Please indicate on cover letter which community you are a member of.

**Step 3**- Open to the public

### Application must include:

- ✓ **Cover Letter** – sign and dated
- ✓ **Resume**
- ✓ **Three references** (one must be employment related) along **with written permission** to contact references.
- ✓ Indicate if you are a member of one of our nine affiliated First Nation partner communities.

- **Applications submitted without** all above required documentation **will not be considered**
- Only those selected for an interview will be contacted
- Complete job descriptions available upon request

### Submit Applications to:

**Jackie DeBenedet**

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065

Fax number: (807) 274-8435

[careers@weechi.ca](mailto:careers@weechi.ca)

## DEADLINE TO SUBMIT APPLICATION

**Step 1**(Internal) and **Step 2**(First Nation Partner Communities): February 19, 2026 -12:00 p.m.

**Step 3** (General Public): Open until filled. We will begin to take applications from the public on February 19, 2026 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after February 26, 2026.