



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)

RESPONSIBILITY:

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

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.

EDUCATION AND EXPERIENCE:

- 2-year accredited College Diploma with preference with experience in public administration.
- 2-year diploma from an accredited college in Business Administration, or other related program
- Basic knowledge of the Child, Youth & Family Services Act, and a basic knowledge of child protection proceedings particularly Part X.

CLASSIFICATION

Please contact Jackie DeBenedet at (807) 274-3201 Ext. 4065 or email Jackie.debenedet@weechi.ca for salary information.

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

Fax: 807-274-8435

DEADLINE TO SUBMIT APPLICATION:

Until Position Filled

ADVERTISEMENT (S2/3)