



**Disclosure/Access to Records Worker
Full Time, Permanent Position (33.75 hours/week)**

Salary Range: \$50,690 - \$59,337

The incumbent will receive requests for information and process them according to agency practice and in accordance with applicable legislation. The incumbent is responsible for compiling, summarizing and redacting service files for disclosure and providing materials to service recipients and third-party requestors. This includes a broad array of duties related to Society file management, administrative work and communication with external individuals and organizations, in accordance with Part X of the Child, Youth and Family Service Act and Ontario Regulation 158/18 (Adoption Disclosure). This position also provides back-up coverage to other Administrative Assistants and Reception as assigned.

POSITION QUALIFICATIONS AND REQUIREMENTS

- Credentials in human services, records management, administrative services or health records management or equivalent combination of education and experience;
- Intermediate skill levels and experience in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Accurate and fast word processing skills.
- Attention to detail.
- Demonstrated ability to work in a challenging, fast paced work environment with multiple and changing deadlines: Organizational, coordination and time management skills to determine priorities, meet timelines and manage several assignments simultaneously.
- Excellent communication skills including strong interpersonal, written, and verbal skills.
- Use of sound judgment and tact to address a range of issues and to problem-solve.
- Ability to relate and interact with people requesting their information, co-workers, and community collaterals in a courteous and purposeful manner.
- Ability to assess workflow and administrative functions and to suggest improvements to improve efficiency, manage data and develop effective systems.
- Ability to work independently, or as part of a team.
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.
- Reliable vehicle, safe driving record and valid G Driver's Licence.
- Upon offer of employment, submission of a Current Criminal Records Check (Vulnerable Sector), deemed satisfactory to the employer.

APPLICATION INFORMATION – Applications received to July 2, 2026, at 5:00 pm.

Please submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities". Individuals may also submit an application directly to: Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7.

The Society is committed to supporting and advancing equity, diversity and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized, or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

We thank all applicants; however, only those considered for an interview will be contacted.