



## OPPORTUNITY

October 29, 2024

<u>POSITION(S) AVAILABLE</u>	<u>CURRENT SALARY RANGE</u>	<u>REPORTING TO</u>
Regional Adoption Disclosure and Subsidy Worker	\$52,972 - \$66,219	Supervisor, Adoption

The Children's Aid Societies of Kawartha-Haliburton, Highland Shores, and Durham are partners in a shared-service agreement to provide Adoption Disclosure and Adoption Subsidies across the three agencies.

This is a contract full-time position. The position is intended to start in January, 2025 and end in April 24, 2026.

### POSITION SUMMARY:

The incumbent is responsible for preparing adoption file disclosure by redacting information for adoption disclosure requests received by the three participating agencies of Durham CAS, Highland Shores Children's Aid and Kawartha-Haliburton CAS. The incumbent is also responsible for the administration of Permanency Funding Agreements and Targeted Adoption Subsidies, including the yearly renewal of Agreements on behalf of the participating agencies.

### MINIMUM QUALIFICATIONS:

- Minimum of BSW Degree, however consideration will be given to applicants who possess a Bachelor degree in a related field with 2 years' experience in Child Welfare.
- Direct knowledge and work in the area of adoption disclosure is an asset.
- Basic knowledge of the Child, Youth and Families Services Act and Adoption Disclosure Legislation.
- Excellent written and verbal communication skills.
- Demonstrated ability to work from a solutions-focused, strength-based perspective.
- Proficient interpersonal skills and the ability to establish and maintain collaborative working relationships.
- Proven organizational and time management skills to set and meet priorities and timelines.
- Proven ability to work independently as well as to function as a cooperative team member within the Regional Adoption Program.
- Excellent computer experience, including word processing.
- Proficiency in the use of technology including Microsoft Office, CPIN, Outlook, eforms.
- Detail oriented with an analytical approach to problem-solving.
- An understanding of legacy filing systems for Durham, Kawartha-Haliburton and Highland Shores would be an asset.
- A valid Driver's License and preparedness to travel to and work from all regional office locations, primarily Oshawa, Peterborough, Cobourg, Belleville. **Travel is a requirement of this position.**
- Positive attitude, interest and passion for the work, willingness to be part of an innovative Regional Adoption Program.

Please apply in writing **including a current resume or curriculum vitae**, to [careers@highlandshorescas.com](mailto:careers@highlandshorescas.com) by 4:30pm on November 12, 2024, quoting competition Req # 56.

As this position is a shared service between the Children's Aid Societies of Kawartha-Haliburton, Highland Shores, and Durham, applications and information will be shared with the hiring panel.

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code.*