



Employment Opportunity

WE-CAS M-23-05

Salary \$67,279 - \$81,550 (MGT Payband 4)
Permanent
Windsor Office
Internally & Externally

Compliance and Privacy Officer

The Windsor-Essex Children's Aid Society was established as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* (CYFSA) of Ontario, focusing on the well-being and protection of children.

The Windsor-Essex Children's Aid Society acknowledges the legacy of colonialization in child welfare, which has led to the continued overrepresentation of Indigenous, First Nations, Inuit & Métis (FNIM), Black, African Canadian & Caribbean (BACC) and Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, & Asexual (2SLGBTQIA+) children, youth and families receiving our services. This continues to mean that FNIM, BACC and 2SLGBTQIA+ children, youth and families are receiving services at rates disproportionate to other groups in our community and province.

We are currently seeking a forward thinking leader who believes in and is committed to our organization's core values, which focuses on the safety and wellbeing of the children and youth.

As a member of the management team, reporting to Senior Management, the Compliance and Privacy Officer shall oversee the design, implementation, and monitoring of the Agency's privacy initiatives in accordance with the *Personal Health Information Protection Act* (PHIPA), Part X of the CYFSA and all other relevant privacy-related legislation. The incumbent will be responsible to supervise a team of Court Services Clerks who respond to requests for access to personal information as well as Court disclosure requests. Further, they will advise on matters related to the protection of personal privacy, provide guidance, training, direction and procedural advice to Agency staff.

Qualifications and Experience:

- Bachelor's and/or Master's degree in public policy, law, information management, or equivalent experience as a proven leader, in child welfare/social services managing front line teams in a complex service agency;
- Minimum of five (5) years progressively responsible administrative experience in a leadership position, within a not for profit, municipal setting or other government agency;
- Certified Information and Privacy Professional designation (CAPAPA) will be strongly preferred;
- Extensive knowledge of the *Municipal Freedom of Information and Protection of Privacy Act* and *Personal Health Information Protection Act*;
- Proven experience of leading or participating in Privacy Impact Assessments or similar processes for analyzing the privacy implications of new or substantially modified information technology systems containing personal information;
- Strong understanding of privacy frameworks, principles, and compliance programs;
- Skills in auditing, producing audit reports, project management, and change management is considered an asset;
- Previous auditing and risk assessment experience is considered an asset;
- Superior verbal and written communication skills;
- Knowledge of the regulations and standards of the CYFSA, Ministry standards and guidelines.

As we strive to place cultural humility at the center of our service delivery and provide more culturally relevant, inclusive and intersectional service to our community, we encourage those from equity seeking groups including FNMI persons, members of racialized groups, persons with disabilities and persons of diverse gender identities, gender expressions and sexual orientations to self-identify in confidence in your cover letter.

We invite qualified applicants to apply in confidence, by sending a PDF version of their combined cover letter and updated resume (as 1 attachment) to wecas.careers@wecas.org, referencing the competition number (#WE-CAS M-23-05 – Compliance and Privacy Officer) in the subject line no later than **4:30 p.m. on April 14, 2023.**

Candidates that may require accommodations throughout the recruitment and assessment process must advise us of the nature of the accommodation(s) to ensure your equal participation.