

Compliance and Privacy Officer

The Windsor-Essex Children's Aid Society (WECAS) is a vital, community-focused organization dedicated to the safety, well-being, and healthy development of children and youth in the Windsor-Essex region. As a mid-sized agency, WECAS collaborates closely with families and community partners to protect children from abuse and neglect, support families in crisis, and provide care, advocacy, and family support services that promote stability.

We are currently seeking a forward-thinking leader who believes in and is committed to our organization's core values, with a focus on the safety and well-being of the children and youth. As a key player in Ontario's child protection system, WECAS values diversity and is committed to delivering compassionate, culturally responsive, and trauma-informed services that reflect the unique needs of the communities we serve.

The Opportunity

Reporting to Senior Management and as a member of the Society's management team, the **Compliance and Privacy Officer** will provide strategic leadership and oversight for the Society's privacy and compliance functions.

The successful candidate will oversee the development, implementation, and ongoing monitoring of the Society's privacy initiatives in accordance with the *Personal Health Information Protection Act (PHIPA)*, *Part X of the Child, Youth and Family Services Act (CYFSA)*, and other applicable privacy and information-management legislation, regulations, standards, and directives.

The Compliance and Privacy Officer will supervise a team of Court Services Clerks responsible for responding to requests for access to personal information and court disclosure requests. The position will also provide expert advice and guidance on privacy matters, including the protection and appropriate handling of personal information, and will develop and deliver training, procedural guidance, and direction to Society staff.

Key Responsibilities

The Compliance and Privacy Officer will:

- Lead the Society's privacy and compliance framework, ensuring practices align with applicable legislation, regulations, standards, and Ministry requirements, including PHIPA and Part X of the CYFSA.
- Provide expert advice to leadership and staff on privacy, confidentiality, access to information, disclosure, and information-management matters.
- Supervise and provide leadership to a team of Court Services Clerks responsible for personal information access and court disclosure requests.
- Develop and maintain privacy policies, procedures, protocols, and related documentation.
- Develop and deliver privacy training and provide ongoing procedural guidance to Society staff.
- Lead or support Privacy Impact Assessments, privacy audits, risk assessments, compliance reviews, and related reporting, and recommend actions to address identified risks.

Qualifications & Experience

The successful candidate will possess:

- A Bachelor's and/or Master's degree in public policy, law, information management, or a related discipline, or an equivalent combination of education and demonstrated leadership experience.
- A minimum of five (5) years of progressively responsible leadership experience in a not-for-profit, government, child welfare, social services, or similarly complex service environment.
- *Certified Access and Privacy Professional of Canada (CAPAPA)* designation, or another recognized privacy certification, is strongly preferred.
- Extensive knowledge of privacy and access-to-information legislation, including MFIPPA and PHIPA, and knowledge of Part X of the CYFSA.
- Demonstrated experience leading or participating in Privacy Impact Assessments or similar privacy reviews involving information systems and personal information.
- Strong understanding of privacy principles, governance, and compliance frameworks.
- Experience in auditing, risk assessment, project management, or change management is an asset.
- Superior verbal and written communication skills, with the ability to translate complex legislative and privacy requirements into clear, practical guidance.

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 careers@wecas.on.ca referencing the competition number (**#WE-CAS M-26-05 – Compliance and Privacy Officer**) in the subject line no later than **4:30 p.m. on October 22, 2026.**

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.