



CAREER OPPORTUNITY
Non-Union, Non-Management

Posting: 40-2023

SYSTEMS & PRIVACY COORDINATOR

Linck serves the children and families of the Chatham-Kent Municipality and includes child protection, children's mental health, child development and prevention.

Linck is an accredited multi-service agency that responds to the unique dynamics of our families. We support the well-being and safety of our children and their families through evidence-based practices and collaboration with community partners. Together, Linck employees strive to foster an environment that encourages positive growth, professional development and progressive change.

Chatham-Kent has a population in excess of 110,000 and is ideally situated mid-way between Windsor and London on the shores of Lake Erie.

Linck Child, Youth & Family Supports ("Linck") requires one (1) Systems & Privacy Coordinator. This is a permanent, full-time (70 hours bi-weekly) position beginning as soon as possible.

The Systems & Privacy Coordinator will be responsible to conduct ongoing training of staff for our client record systems, and any updates to those systems. They will provide refresher training and troubleshooting with our client record systems and privacy (the Child Protection Information Network (CPIN) and Caseworks). They will also assist with regular reporting for quality assurance.

The position balances a high degree of employee interaction and attention to detail as well as the ability to work independently towards successful integration of the agency's practices. This role will be crucial to assist staff with compliance to Ministry and funder expectations.

Qualifications:

- Post-Secondary education relevant to the position or equivalent work experience; (e.g. two-year Community College diploma in Legal Secretary/Assistant, Social Service Worker, or other related education);
- 2 years' experience in a child welfare organization is an asset;
- demonstrated, superior time management skills;
- the ability to communicate effectively with the public, staff, and management with a pleasant, courteous, and professional manner;
- an ability/willingness to learn and administer new computer applications;
- exceptional computer skills and keyboarding skills, extensive use of programs included in Microsoft Office Suite;
- good organizational skills and the ability to maintain various kinds of accounting, inventory, file index and statistical records;
- task oriented, have the ability set priorities and stay organized;
- able to work in a fast paced ever changing environment in accordance with Agency policies, Ministry standards, and legislation;
- the ability to communicate in French is an asset;
- preference will be given to persons with a strong understanding and extensive experience working with other cultures, heritages and traditions;
- a commitment to developing the highest quality culturally-appropriate service possible for the various communities that we serve; and
- thorough knowledge of all Agency services is an asset;
- extensive knowledge of Part X and the CYFSA and Agency policies and procedures, particularly Mental Health/Developmental Workflow and CPIN Harmonization Practices is an asset.

Hourly Rate: \$23.94 - \$30.40

Please submit resumes by **4:30pm on December 4, 2023** quoting the posting number to:

Human Resources
E-mail: hr@linck.org

November 24, 2023

Only those candidates selected for an interview will be contacted.

We welcome applications from racialized groups; First Nation, Inuit, or Métis persons; persons with disabilities; persons of any sexual orientation; and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process in accordance with the Ontario Human Rights Code.