

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Disclosure Coordinator	Name ~
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Position Number	Reports to Position No., Class & Level Program Services 4	Division, Branch/Unit Regulatory Compliance, QA, & Business Supports Division, Office of the Statutory Director, Disclosure and Legal Supports Unit	Ministry Children & Family Services
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Present Class Program Services 2	Requested Class
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Dept ID 3010	Program Code 01704	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Team Lead of Disclosure and Legal Supports (DLS) within the Office of the Statutory Director, this position works as part of a team to assist the Ministry in the disclosure of child intervention records, as appropriate under the Child, Youth and Family Enhancement Act (CYFEA) and the Freedom of Information and Protection of Privacy Act (FOIPP).

This position reviews and analyzes child intervention files to identify responsive records under authorized requests for disclosure. The Disclosure Coordinator manages a high volume of records and documents, both in electronic and paper formats, and collects, reviews, redacts, and discloses child intervention records and other legal documents with respect to the privacy and security requirements of the FOIPP and CYFEA Act. Production of all disclosures need to comply with legal timelines in accordance with applicable law, policies, and the framework of legislation. Redactions under CYFEA are discretionary according to the best interest and safety of a child(ren), therefore, the Disclosure Coordinator is required to continuously apply critical thinking of information security in relation to child safety. As such, possessing a professional background in child intervention and/or humanities is required in the role to deliver upon the mandates under the administration of the Child, Youth & Family Enhancement Act.

The nature of the unit's role in disclosures includes the handling of confidential child intervention files and requires a high degree of confidentiality and accuracy in accordance with legal and statutory requirements. The incumbent works with a variety of disclosure requests including but not limited to: Fatality Inquiry, Office of the Public Guardian and Trustee, Family Law court actions, Law Enforcement, Class Action court cases, Office of the Child and Youth Advocate, Professional Associations, Alberta Health Services, Crown Prosecution Service, Office of the Child's Lawyer, O'Conner/Mills Applications, Probation Officers requests, Human Rights Commission, Indigenous Governing Body's (IGB's) as well as internal Ministry requests. Requests may come from the public, police, lawyers, and the courts. Engaging with CFS Regional and Delegated First Nation Agencies is required for administration of the multidisciplinary ITRAC request and to disseminate the final Threat Assessment to Regional and DFNA Directors and/or Family Violence Coordinator's in Alberta.

The position is expected to provide extensive support and assistance to all unit staff and management as needed. This may include joint project management on complex files, researching historical data and records to support legal matters, assist with technical systems, procedures and equipment to ensure the integrity and accuracy of the records produced.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

File Redaction & Disclosure Activities

- **Records Selection:** Locate and retrieve electronic child intervention records in various electronic filing systems such as Child Intervention Case Information Online (CICIO), Child and Youth Information Management (CYIM), and Documentum. Extensive knowledge of navigating CICIO is required. Using electronic and imaged child intervention paper records, review and analyze records to identify responsive records under authorized requests for disclosure. Select and prepare responsive records while thoroughly examining content to ensure accurate selection that fulfills the mandate of the disclosure scope.
- **Vetting Records:** Using strong redaction skills and using proficient knowledge of various legislation, apply appropriate levels of redactions to records (corresponding to the type of each request and applicable policy and legislation - CYFEA, FOIPP).
- **Audit imaged records** for integrity and accuracy and upload into Documentum.
- **Engage with all Regional and Delegated First Nation Agencies (DFNAs)** as required for input on multidisciplinary ITRAC requests. Upon applying field input and customized redactions; ITRAC disclosures are released to the ITRAC team for completion of the 'Threat Assessment.'
- **Upon receiving the completed Threat Assessment, the Disclosure Coordinator engages with the Regional and DFNA Director's or Family Violence Coordinators and disseminates the Threat Assessment to relevant Regional and DFNA worksites.**
- **Prepare correspondence and filing confirmations of the disclosures in Documentum.**
- **Team collaboration and consultation for best practices in the overall execution of disclosure assignments.**
- **Continuous analysis in applying provisions of FOIP and CYFEA in relation to what is in the best interest of a child vs. privacy protection of personal information. Scrutinizes precedential and overlapping legislation, as well as unique request modifiers, to identify exceptions and exemptions.**
- **Collaborate with other divisions to acquire records and passwords and engage with counsel as required to confirm scope, records, or applications of redactions.**
- **Use knowledge of the role to develop and deliver training and informational sessions for best practices for the unit and other business areas.**
- **When necessary (with scanning backlog), scan, audit, track and return the records to their source.**

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision-making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position is expected to work independently and collaboratively as part of a team in support of all disclosure requests and information sharing activities. The Disclosure Coordinator is expected to assist in identifying and deciding on the best approach to achieving assigned outcomes and tasks as well as working collaboratively with others to meet the needs, requirements and timelines of disclosures.

Areas of work requiring disclosure activities include but is not limited to:

1. Litigation
2. Fatality inquiries
3. Law enforcement and Crown Prosecution Service disclosures
4. Integrated Threat Assessment Centre (ITRAC) coordination activities including disclosures
5. CYFEA section 126 disclosures, including Family Law/Kings Bench court actions
6. Office of the Public Guardian and Trustee (OPGT) disclosures
7. Class actions such as the 60 Scoop Class Action & Victims of Crime
8. Alberta Health Services - Youth Forensic Program
9. Office of the Child's Lawyer
10. O'Conner/Mills Applications
11. Young Offender Probation Officers requests
12. Indigenous Governing Body's (IGB's)
13. Ombudsman Investigations
14. Miscellaneous requests for disclosures (e.g., Human Rights Commission investigations, Alberta College of Social Workers, Firearms Act, Public Service Commission, Psychologists Association of Alberta, WCB Claims)

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision-making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Additional Responsibilities:

- Using a broad knowledge of child intervention practices, assess the overall file content and create a working analysis of risk of harm and danger of the child; use the harm analysis to guide the release or protection of personal information of all individuals involved in a child's life.
- Review records collected by other colleagues and ensure completeness and meets standard requirements.
- Collaborate on file review back log and add or make changes to colleague redactions.
- Track and monitor common queries and issues to inform the creation or revision of processes or information.
- Identify and or participate in the development of new or revised processes and procedures in the unit.
- Contribute to onboard and train new colleagues, as per operational requirements

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

A related post-secondary diploma or university degree in humanities or legal administration is required. This position requires an in-depth understanding and broad application of significant freedom of information and protection of privacy knowledge usually acquired through specialized on-the-job training and experience. It requires an in-depth knowledge and understanding of the FOIPP and CYFEA Act, regulations, guidelines, practices, and other available resources. Knowledge of the child intervention practices and policy is required.

A firm knowledge of privacy and security principles and practices, including relevant legislation, legal precedents in Alberta and other jurisdictions are needed in this position in order to protect the Ministry's privacy and interests. Experience working with a high volume of records for production for legal purposes is required. Previous experience with Government of Alberta programs such as Documentum, ACYS, CYIM, CICIO, CCS, Documentum, Microsoft Suite, Adobe Acrobat Pro will be an asset.

Other knowledge, skills and abilities include:

- Understanding and interpreting the Freedom of Information and Protection of Privacy (FOIPP Act). The position applies advice and guidance on the collection, use and disclosure, protection and retention of personal information.
- Understanding and interpreting of the Child, Youth and Family Enhancement (CYFEA) or other legislation that includes disclosure limitations.
- Familiarity of civil litigation process and Alberta Rules of Court will be an asset.
- Critical thinking/problem solving and a high level of operational thinking is required in this job. While the problems and issues are known, the solutions are unknown but generally found within the regulations, guidelines, precedents, and other resources available to the job. There is considerable latitude to work within a broadly defined environment having objectives and principles as guides.
- Demonstrating strong judgment and the ability to approach each situation while maintaining objectivity, fairness and professionalism with confidential information.

The position includes demonstrating the following competencies:

- Agility - Ability to assess, prioritize requests, manage workload, and exercise sound judgement.
- Ability to ensure that activities are completed within specified timelines and that deliverables are of a very high quality.
- Ability to work with sensitive and confidential matters; high emotional intelligence is required given the subject matter.
- Ability to show initiative with minimal supervision.
- Develop Networks - Proactively develop networks, connect with internal and external clients, and build relationships.
- Creative Problem Solving - Ability to assess options and implications, engage different perspectives, and create strategic solutions for challenges.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- Drive for Results - Knowing what outcomes are important and maximizing resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and stakeholders.
- Develop Self and Others – A commitment to lifelong learning and the desire to invest in the development of the long-term capability of yourself and others. Openness to ongoing professional development.

Other skills include:

- Ability to clearly articulate messages to all levels within the Unit.
- Ability to manage and respond to change and to be flexible to accommodate changing priorities.
- Excellent communication skills (oral, written, and computer literacy).
- Excellent time-management skills and an ability to successfully handle competing priorities.
- Strong attention to detail and organizational skills.
- Advanced proficiency in technical and computer related applications is essential for the role.
- Well-developed systems thinking, analytical, problem resolution and coordination skills.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Internal:

- Coordinating file assignment and transfer of records with Team Lead and other team members - Daily
- Alberta Justice & Solicitor General – Production of Records for litigation, fatality inquiry and Family Law actions – As needed.
- Responding to inquiries and providing operational support and information to management within the office of the Statutory Director – As needed.
- Delivering training of information sharing practices, redactions, and technical in-service to other departments within the ministry and GOA.
- Divisional engagement and connection as a participant employed in a positive workplace culture environment.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

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ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.