



The Children's Aid Society

OF HAMILTON

The Children's Aid Society of Hamilton has been serving the Hamilton Wentworth area for more than 100 years. Over these years our Society has earned a reputation as a leader in the field of child welfare. The Society is committed to the safety, protection and well-being of children and the strengthening of families, while valuing diversity and promoting equity.

We are currently seeking a skilled and committed individual to join our team as:

Law Clerk

Temporary Contract, Full-Time Position
Annual Salary - \$49,317 - \$57,694

The Children's Aid Society of Hamilton is seeking a highly motivated and competent individual to join the Legal Unit as a Law Clerk.

Working in a unionized environment and reporting to the Supervisor-Law Clerks, major responsibilities include: collects and organizes necessary evidence from child protection workers to support court proceedings in compliance with rules of evidence; performs any necessary background research required for drafting materials; drafts affidavits and related court material for court within legislated time frames; consults with supervisor for direction in drafting of material and its presentation for court proceedings; liaises with legal support staff regarding issues of proper preparation and service of documents; Co-ordinates the work of the Society's Process Server, as required; attends court to monitor adjournments, as required; reviews Applications and other documents, as required; drafts correspondence and orders, as directed by counsel; completes any other duties as may be assigned.

The successful candidate will possess a College Diploma/ certificate in Law from a recognized community college or successful completion of the Institute of Law Clerks of Ontario - Associate Level (4 courses); familiarity with court proceedings; service of court documents; experience in drafting court documents; typing and word processing skills; and excellent communication and organizational abilities.

All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other, and to attend work regularly as regular attendance is critical to maintaining the highest quality and level of service expected in delivering care to the children and families of our community.

Interested applicants should submit a current resume by December 4, 2015 to Human Resources quoting file #068/15.

Email: careers@hamiltoncas.com or Fax: (905) 522-1089

We thank all applicants for their interest in the Childrens Aid Society of Hamilton, however we will only contact those selected for an interview.

The Children's Aid Society of Hamilton is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals. Applicants that may require accommodation due to disability during the selection process

must notify HR when contacted for an interview.