



The Children's Aid Society of Ottawa | La Société de l'aide
à l'enfance d'Ottawa

COORDINATOR OF LEGAL SERVICES

(Temporary, Full Time Opportunity – 12 Months – English Position)

The Children's Aid Society of Ottawa (CAS) is non-profit community organization funded by the Government of Ontario, legally mandated to protect children and youth from abuse and neglect. The CAS is one of over 46 agencies across the province regulated by the Ministry of Children and Youth Services and governed by the Ontario Child and Family Services Act (CFSA).

We are currently searching for a dynamic person to join the third largest Children's Aid Society in Ontario, to fulfill the role of a **Coordinator** with our Legal Services Team.

RESPONSIBILITIES:

Under the supervision of the Senior Counsel of Legal Services, the Coordinator of Legal Services will assume the following responsibilities:

- Supervise the legal support staff;
- Provide administrative/secretarial support services to Senior Counsel
- Develop and maintain effective office systems and procedures;
- Identify training needs for Legal support staff;
- Participate in the hiring, promotion and transfer process of his/her employees;
- Complete performance appraisals and manage attendance.

REQUIREMENTS:

- B.A. Degree in Law or Law Clerk College Diploma or Legal Assistant College Diploma.
- Five years Legal experience with demonstrated ability in office management.
- Two years of Supervisory experience.
- Valid Driver's license and access or ownership to a vehicle.
- Ownership of a cellular phone.

COMPETENCIES & SKILLS:

- Knowledge of Child & Family Services Act (CFSA), Family Court Rules and procedures, highly desired.
- Proven leadership skills and being able to give directions.
- Strong interpersonal, conflict resolution, creative problem solving and decision making skills.
- Excellent ability to create and maintain positive working relationships.
- Excellent communication skills (both verbally and in writing) with clients, staff and community professionals.
- Good judgment, excellent planning and organizational skills and a demonstrated ability to work independently, with the possibility of doing some overtime.
- Proven ability in using computer software (i.e. Microsoft Office, Lotus Notes, AS400 and Westlaw).
- Ability to work in a fast paced environment with daily deadlines.
- Bilingualism (English/French) is an asset.

We offer a salary range of \$63,769 to \$79,356 commensurate with skills and experience, plus an additional 6% of the base rate in lieu of insurable benefits. We offer as well generous leave provisions (such as 2 weeks of vacation after 6 months of service. Our modern workplace has excellent physical amenities including a fully equipped gym, free parking and a cafeteria. All successful candidates will benefit from a comprehensive orientation, innovative training programs, quality supervision and recognition of contributions.

If you are interested in the above opportunity, please apply online on our website at www.casott.on.ca, **by 11:59 p.m., on Sunday, June 26, 2016.**

We thank all applicants for their interests in the Children's Aid Society of Ottawa however we will only contact those selected for an interview.

CASO is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

The Children's Aid Society of Ottawa is dedicated to building a workforce that reflects the diversity of the community in which we live in and serve. The Society encourages applications from all qualified individuals.