

**Huron-Perth Children's Aid Society**  
*SAFE CHILDREN, CONFIDENT YOUTH, RESILIENT ADULTS*

Located in the picturesque town of Goderich, Ontario, we are committed to partnering with communities to provide professional child protection services. We advocate for and protect children's rights, support and strengthen families and we are leaders for positive change in our community.

The Society has a 12 month contract position available in Goderich in the fall 2016 for a:

**Legal Assistant**

Under the supervision of Legal Counsel, the Legal Assistant will provide support to in-house counsel and child protection staff in the creation and preparation of court documentation. The Legal Assistant position requires excellent communication and organization skills and technical expertise in legal research and law clerk matters. He/she must be able to work cooperatively to assist others. Maintenance of confidentiality and integrity of information is critical to the successful completion of all duties.

**Qualifications:** Community College Diploma in the Law Clerk program, five years experience in a legal office, and previous experience in the child protection legal field with proven skills in drafting of child protection legal documents; or equivalent combination of experience, education and competence.

**Salary Range:** \$45,415 - \$54,026

Huron-Perth Children's Aid Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Interested applicants are to respond by September 23, 2016. A cover letter, full resume, including three current professional references, should be forwarded to:

**Shelly Crovetto**  
**Manager of Human Resources**  
**Huron-Perth Children's Aid Society**  
**639 Lorne Avenue East, Stratford, Ontario N5A 6S4**  
**or by fax to (519) 275-2360**

*We thank all applicants, however, only those to be interviewed will be contacted.*