

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

Located in the picturesque towns of Goderich and Stratford, 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 10 month contract commencing immediately in Goderich for:

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. You must have a vehicle and be comfortable driving between Stratford and Goderich sites on occasion.

We offer a competitive compensation package.

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 January 27, 2017. 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.