



The Children's Aid Society  
of Haldimand & Norfolk

## The Children's Aid Society of Haldimand & Norfolk *has an opening for*

### **COUNSEL** **(Contract up to 1 (one) year)** **JOB POSTING # 7-2018**

This position involves a combination of responsibilities, special knowledge and skills in management of the Society's cases and proceedings at all court levels. Counsel is expected to work cooperatively and in consultation with the child protection staff and is responsible to the Director of Service. We are conveniently located half an hour south-west of Hamilton, in Townsend.

#### **Qualifications/Skills/Experience:**

- Personal integrity and responsibility and a commitment to the goals of Child Welfare and the Children's Aid Society of Haldimand-Norfolk.
- Knowledge of theory and practice of legal and presentation requirements in court.
- Knowledge of the Society's philosophy, services, and resources, and its legal responsibility regarding children and families for whom it is providing services.
- Administrative skills to effectively organize and manage assigned legal activities.
- Presentation and advocacy skills to represent the Society before the court and in other forums.
- Consultative skills to work effectively with the Society's staff in case conferencing and planning as it pertains to the legal process.
- Ability to communicate verbally, to write clear, concise reports and to meet deadlines and other administrative requirements.
- Ability to set priorities and use time effectively.
- Ability to collaborate effectively with colleagues and work cooperatively in a team setting.
- Computer literacy; keyboarding skills; proficiency in Word-processing (MS Word).
- Must be able to work a flexible schedule.
- Bachelor of Law Degree and Member in good standing with the Law Society of Upper Canada, duly enrolled as a Barrister and Solicitor of the Supreme Court of Ontario.
- Valid "G" Class Ontario Driver's license in good standing, and available vehicle.

**Salary:** In accordance with the Counsel Salary scale

The Children's Aid Society of Haldimand and Norfolk is committed to anti-oppressive values of equity, inclusion and respect. We value a diverse workforce and encourage applications from qualified individuals with varied backgrounds. We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants; however, only those considered for interviews will be contacted.

**Apply in confidence to:** Bernadette Gallagher, Executive Director  
The Children's Aid Society of Haldimand & Norfolk  
70 Town Centre Drive  
Townsend ON N0A 1S0  
FAX (519) 587-5598  
E-mail: [Employment.Opportunities@cashn.on.ca](mailto:Employment.Opportunities@cashn.on.ca)

**Please reference job posting number in the subject line of your email.**

**Closing Date:** June 1, 2018 at 4:30pm