



Halton Children's Aid Society JOB POSTING # 12-19

Law Clerk

POSITION TYPE:	One (1) Regular Full Time Position
EMPLOYEE GROUP:	CUPE Local 2501 Band 5
DEPARTMENT:	Legal
REPORTS TO:	Senior Legal Counsel
POSTING DATE:	May 2, 2019
POSTING DEADLINE:	Applications should be directed to hr@haltoncas.ca by May 9, 2019 at 4:30 p.m.

Main duties and responsibilities include, but are not limited to:

Legal Document Preparation

- Provides leadership and assists staff in preparing affidavit evidence. Ensures that the form, terminology and language are appropriate for court filing. Assists in the drafting of Information in Support of Warrants and Telewarrants.
- Ensures all court documents are filed in a timely manner and that all documents and Affidavit of Service are filed with the court.
- Arranges for service of parties, as required. Ensure service requirements are met.
- Drafts and reviews court materials submitted by workers. Transcribes the information onto proper court documents, using terminology and language appropriate for court filing.
- Maintains ongoing consultation and coordination with workers and legal counsel to ensure accuracy and completeness of information.
- Collects and organizes necessary evidence to support court proceedings in compliance with rules of evidence.
- Conducts background research required for drafting materials.
- Coordinates with Legal Assistants a bring-forward system for status review dates and court filing deadlines.
- Prepares Notices of Hearing, Protection Applications, Status Review Applications, Notices of Motion, Affidavits in Support of Motion, Statements of Agreed Facts, Consents, Conference Briefs, Summons to Witness and Affidavits of Service.

Adoption

- Meets with workers to advise of court documents required for Adoptions. Assists in the drafting of Adoption Applications, Local Director's Consents, Affidavits, Child's Consent, Affidavit of Parentage and Consents of Biological Parents.

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- Communicates with the Ministry regarding Crown Ward Adoptions and Consent Adoptions; prepares Director's Consent with Report on the Adjustment of the Child (ROACH).

Record Disclosure

- Responds to requests for record disclosure, ensuring all necessary documentation has been provided to those requesting disclosure.
- Vets files for disclosure in child protection proceedings.
- Meets with Legal Counsel to review disclosure, as needed.

Trial Preparation

- Assists with trial preparation.
- Organizes legal files in preparation for trials and summary judgment motions and ensures that all required documents have been completed and filed.
- Conducts legal research as directed by Counsel.

Legal Records Maintenance

- Coordinates, proofs, organizes all legal documentation completed by Staff, including adoption applications, in accordance with the CFSA, Family Law Rules, and directives from the Court and from Legal Counsel.
- Distributes by email Court Dockets and Disposition Reports.
- Maintains necessary legal information for statistical purposes.

Administrative Duties

- Maintains schedules for Court appearances, documentation due dates, legal meetings, and send notices to appropriate Legal Counsel and staff regarding same.
- Make all necessary arrangements for legal meetings.
- Answers incoming calls and respond to them accordingly; and completes office duties such as faxing, photocopying and filing.
- Assesses the urgency of crises situations when Legal Counsel is not available to seek an interim response.
- Contribute to centralized administrative services throughout the Agency as required.

Demonstrate organizational commitment:

- Exemplifies and inspires behaviours, actions and attitudes that are consistent with the Society's vision, mission, values and code of conduct
- Passion and commitment to an inclusive workplace; respecting and valuing the diversity of every individual
- Responds to general enquiries and performs other duties as assigned which are directly related to the major responsibilities of the position
- Works in accordance with the provisions of applicable Health and Safety legislation and all Halton Children's Aid Society policies and procedures

Knowledge, Education, Experience, Skills and Attributes

Qualifications

- Law Clerk Diploma or Degree from a recognized community college or university; or successful completion of the Institute of Law Clerks of Ontario courses.
- 3-4 years experience as a Law Clerk, Family Law preferred.
- Experience in drafting court documents and court proceedings.

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- Familiarity with the Child and Family Services Act.
- Eligibility for membership with the Institute of Law Clerks of Ontario an asset.
- Strong knowledge and use of software such as the Child Protection Information Network (CPIN), E-forms and Microsoft Office.

General Skills and Attributes

- Knowledge of child welfare sector considered an asset.
- Strong written communication skills and the ability to prepare legal documents with attention to detail.
- Professional, approachable and customer-service orientated.
- Strong problem solving and conflict resolutions skills with the ability to demonstrate tact and diplomacy under pressure.
- Solid planning, time-management, multi-tasking and organizational skills to meet strict statutory timelines for the preparation and service of Court documents.
- Ability to deal with written material of an explicit nature.
- Ability to think independently while taking direction from the Legal Counsel
- Valid Ontario Drivers License and a vehicle available for work purposes.
- A positive outlook.

The Halton Children's Aid Society is an equal opportunity employer.

While we thank candidates for their application and interest in HCAS, only candidates selected for an interview will receive formal acknowledgement.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 905-635-0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.