

**York Region Children's Aid Society**  
**16915 Leslie Street**  
**Newmarket, ON L3Y 9A1**  
**Fax: 905-898-7741 or email: [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org)**

**#2019-30**

May 10, 2019

Applications are now invited for the position of:

**LEGAL SUPPORT WORKER**  
**7 month contract – Newmarket Office**

**NATURE OF POSITION:**

1. To provide legal support services to the Agency's child protection staff and legal department.
2. To provide agency staff with information regarding the legal documentation necessary to properly commence and prepare for Court hearings.
3. To review case files (including recordings, reports and case notes) and, if necessary, to meet with the assigned workers to obtain the information required to prepare court documents, particularly affidavits relating to motions for interim care and custody.
4. To prepare accurate drafts of documents as above, for review and finalization by the assigned worker and legal counsel.
5. To assist the workers and legal counsel in the preparation of materials for contested applications before the Court.
6. As back-up to the designated disclosure worker(s), to review case files to ready them for disclosure.
7. To maintain statistical data with respect to the number of legal documents produced and the time required to produce them.
8. Completes other related professional duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS:**

**Education and Experience:**

- Bachelor of Social Work Degree, or
- BSW equivalency:
  - Master's Degree in a Human Services related field, and a minimum of three (3) years relevant experience working with children and families.
  - Bachelor's Degree in a Human Services related field, and a minimum of three (3) years relevant experience working with children and families.
  - CYW and a minimum of three (3) years relevant CAS experience providing service to children and families.

**Work Prerequisites:**

- A solid working knowledge of the Child, Youth and Family Services Act, including amendments.
- A solid working knowledge of the Unified Family Court Rules and the forms prescribed by those rules.

- The ability to summarize file material quickly, and to communicate and write effectively with an emphasis on accuracy, and good grammatical construction.
- Computer literacy and sound word-processing skills, with an emphasis on fluency in those systems (Microsoft Word, Lotus Notes, E-forms, CPIN, etc.) currently in use or anticipated for use in the agency.
- An ability to work under pressure and to meet strict time guidelines.
- Excellent organizational skills to prioritise and problem-solve.
- Excellent interpersonal skills to liaise with staff at all levels of the Agency.
- Bilingualism in French would be considered an asset.

**PAY GRADE:**            7            (\$64,000.21 - \$83,375.20)

**HOURS OF WORK:**            33.75 Hours per Week

Candidates that meet the qualifications are welcome to apply and should do so in writing to [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org) no later than 4:30 p.m. on May 20, 2019. Please quote **job posting #2019-30**.

(The Agency will follow the procedures outlined in Article 16 – Job Posting, of the Collective Agreement)

*York Region Children's Aid Society is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.*

*The Society encourages applications from all qualified individuals. Applicants that may require accommodation during the selection process are encouraged to notify HR when contacted for an interview.*