



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families, and nurturing lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Legal Unit Assistant
Full-time (Contract – approx. 7 months)

Qualifications

- Post-secondary diploma in a Business or Secretarial program with a *legal administration focus*.
- Minimum of 2 years of experience in a law department environment, child protection or family law preferred.
- Demonstrated proficiency in computer programs including MS Word and DivorceMate.
- Excellent organizational, coordination and time management skills to determine priorities, meet strict deadlines and manage several assignments simultaneously.
- Demonstrated strong interpersonal, proof-reading, written and verbal skills with an ability to interact with a wide variety of people.
- Demonstrated problem solving skills, with the ability to organize various work volumes, competing priorities, and unplanned emergency work requirements in order to meet deadlines.
- Demonstrated ability to contribute to the development and successes of the legal unit team. Equally capable of working both as part of a team and independently on assignments.
- Ability to cope well under pressure and to perform tasks quickly, efficiently and to use initiative in a fast-paced environment.
- The Legal Department is integral to supporting our mandate of child protection, working in partnership with child protection staff in a fast paced but supportive environment.
- Bilingual French & English an asset

Key Responsibilities

- The successful candidate will be responsible to provide legal administrative support to staff in the legal department, as required, including: preparation of correspondence, Court briefs, affidavits and other court documents as well as scheduling and file maintenance.
- To regularly enter data in the Legal Database and CPIN and ensure all timelines are properly diarized.
- To prepare documents for trial and liaise with and schedule Society witnesses.
- Arrange for orders to be issued by court; when issued, distribute to workers and forward copies to lawyers as required; provide Adoption Unit/Ministry of Children & Youth Services with required material for Crown Wardship orders.
- To perform general clerical duties, including word processing, printing, faxing, photocopying, filing, answering the phone, binding documents, etc., in the Legal Unit.
- To ensure the timely service and filing of Court documents in accordance with statutory requirements.
- To maintain legal files in good order and close them when completed.
- Participate in development of efficient clerical support systems
- Comply with Health and Safety policies and the Ontario Health & Safety Act.
- Committed to anti-oppression values of justice, equity, respect of the beliefs and traditions of others
- Committed to agency values of Success for Children, Youth and Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team

We offer attractive benefits, with experience based remuneration.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.