



**JOB POSTING # 16-2019
Program Assistant – Legal
Permanent position**

The Children's Aid Society of Haldimand and Norfolk has been providing protection, prevention and counselling services to children and families since 1896. The Society is funded by the Ministry of Children and Youth Services and is governed by a volunteer Board of Directors who represent the communities we serve. The agency office is located in Townsend, Ontario which is central to the region we serve in rural Southern Ontario (Haldimand and Norfolk Counties).

Position Summary:

Under the general supervision of Senior Counsel, provide clerical and administrative support services to the Legal Department.

Qualifications\Skills\Experience:

- Grade 12 plus 2-year Community College Diploma in an Office Administration-Legal or Law Clerk Program.
- One year legal administrative experience.
- Demonstrate competency in the use of a variety of office equipment, computer hardware/software
- Demonstrated tact & diplomacy when dealing with the public, staff and collateral agencies
- Excellent verbal, written and listening communication skills
- Excellent interpersonal skills
- Demonstrated high degree of organizational skills
- Ability to work independently and respond to a variety of requests
- Ability to prioritize and problem-solve
- Ability to analyze situations and react appropriately
- High degree of computer keyboard skill
- Ability to work as part of a team
- Ability to assume independent projects
- Valid Ontario "G" class driver's license in good standing, and available vehicle

Salary: In accordance with the Collective Agreement - \$38,776 – \$49,508

Start Date: To be determined

Date of Posting: Thursday December 12, 2019

Closing Date: Thursday December 31, 2019 (4:30 pm)

Applications, including covering letter and resume, should be forwarded to:

Employment.Opportunities@cashn.on.ca

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