



OPPORTUNITY

(External - Main)

DATE OF POSTING: [January 5, 2021](#)

POSITION: **Legal Assistant – 1 year Contract**

POSTING NUMBER: **2020 - 17**

AVAILABLE: **Immediately**

LOCATION: **Legal Department**

EDUCATION AND EXPERIENCE REQUIRED: College Diploma in a Law Clerk Program

AND

A minimum of 2 years' experience in child protection with proven skills in drafting of child protection legal documents

AND

Demonstrated personal integrity and responsibility

Alternate:

An equivalent combination of experience, education and competence acceptable to the Executive Director; and

Demonstrated personal integrity and responsibility

RESPONSIBLE TO: Manager of Legal

MAJOR RESPONSIBILITIES

- Schedule and conduct conferences / interviews with social work staff, after-hour workers, and others as required, to carry out the responsibilities set out below.
- Draft pleadings, including applications, notices of motion, affidavits, agreed statements of fact, on apprehensions, Protection Applications, and Status Review Applications, for review by counsel, social workers and managers.
- Commission documents, as required.
- Accept service on material being served on Brant Family and Children's Services, under the direction of counsel.
- Obtain first appearance dates from Trial Coordinator and notify social workers.
- Attend Court appearances, when necessary, to assist in having Statement of Agreed Facts and Consents signed by opposing counsel, unrepresented parties, and representatives of Office of the Children's Lawyer.
- Provide back-up to the Legal Clerk as needed.
- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Keyboarding skill of not less than 60 wpm
- Proficiency in word processing preferable in MS Word
- Excellent command of the English language
- Ability to effectively use standard office equipment
- Ability to operate computer equipment
- Ability to carry out oral and written direction
- Ability to maintain a consistent and even flow of work
- Ability to communicate effectively
- Ability to function independently and organize work activities to meet assigned responsibilities
- Ability to present a professional image to the public
- Ability to function as part of a team
- Knowledge of child protection clinical practice
- Knowledge of court rules and expectations of the court office
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others
- Committed to Brant FACS community based philosophy
- Understanding of Indigenous practices, communities and impact of colonization
- Knowledge of historical impacts of Canada's residential schools and child welfare on Indigenous people
- Committed to including the voice of children/youth and families as part of our service planning and delivery

- Knowledge of anti-black racism
- Knowledge of the impact of residential school and colonization

ANNUAL SALARY RANGE: \$51,134 to \$63,778
HOURLY RATE: \$29.14 to \$36.34

Brant Family and Children's is committed to staffing a workforce representative of the diverse population we serve. We encourage applicants from African Canadian, Indigenous, people with disabilities, 2SLGBTQ+ communities to apply and to please self-identify in their cover letter.

All applicants must have a First Nations background and knowledge of First Nations culture including but not limited to the impact of colonization, residential schools and intergenerational trauma. Preference will be given to First Nations applicants.

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.

APPLICATION: Applications in writing, with resume and references will be accepted electronically at:

**Human Resource Department
Brant Family and Children's Services**
70 Chatham Street, P.O. Box 774
Brantford, ON N3T 5R7
Email: employment@brantfacs.ca

CLOSING DATE: **January 19, 2021 @ 4:30 pm**