



ADMINISTRATIVE ASSISTANT - LEGAL SERVICES

Job Classification - Administrative Staff

Permanent Full-Time Position

\$46,479 to \$59,319

Family and Children's Services of Guelph and Wellington County is committed to the decolonization of the child welfare system while remaining focused on the safety and wellbeing of children with their families and kin. This includes challenging and responding to the structural inequalities experienced by families.

DUTIES: To provide administrative support services to the Legal Services Department.

QUALIFICATIONS:

- College diploma in a Law Clerk program or equivalent preferred; or related work experience
- Familiarity and experience working with Ontario Family Law Rules
- Experience working in a family law office or Children's Aid Society legal department
- Strong computer skills
- Demonstrated understanding of Anti-Oppression practice, Anti-Black Racism, Anti-Indigenous Racism and work from an Equity framework
- Excellent verbal and written communication skills, including the accurate use of legal terminology
- Excellent reading comprehension
- Demonstrated time management skills
- Must be able to work independently as well as collaboratively with Agency staff

LOCATION: 275 Eramosa Road, Guelph

Family & Children's Services of Guelph and Wellington County is committed to working from an Anti-Opressive and Equity practice and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The agency encourages applications from members of an Equity seeking group and/or with lived experience. 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.

Qualified individuals are invited to send their resume by **April 22, 2021** to:

Human Resources
Family & Children's Services of Guelph and Wellington County
employment@fcsgw.org

Posting Date: April 15, 2021