



The Children's Aid | La Société de l'aide
Society of Ottawa | à l'enfance d'Ottawa

LEGAL SERVICES

Law Clerk-Disclosure- Disclosure Team

(1) Temporary Full Time English Position, 18 Month Opportunity

The Position:

The Law Clerk is responsible to the Supervisor of the Disclosure Team and works within the guidelines and procedures established by the department contributing to the overall work of the Legal Services Department. The Disclosure Clerk's responsibilities include:

- Liaises and provides disclosure agreed to outside counsel requesting access to, or information from, files generated during CAS involvement;
- Receives and processes disclosure requests from various professional agencies such as other Societies, Office of the Children's lawyer, Law Enforcement group and Health Care professionals, where those requests fall within the parameters of the Legal Department;
- Receives and processes disclosure requests from individuals involved with or receiving service through the Children's Aid Society both past and present where those requests fall within the parameters of the Legal Department;
- Liaises between persons requesting information and various departments such as Protection teams, Records, Foster Care, Adoption and individual workers.

Qualifications:

- Law Clerk Diploma, or B.A. Degree in Law or related program (i.e. Social Work, Sociology, etc.);
- 2 years of experience working in a related field;
- Thorough knowledge of CYFSA, Family Court Rules and procedures;
- Demonstrated knowledge of society's policies and procedures as they relate to court practices;
- Proven ability in using computer software (i.e. MS Office, Lotus Notes, AS400 and Westlaw);
- Demonstrated knowledge and understanding of the culture, history and current oppressions experienced by people related to gender identity, gender expression and sexual orientation and then faced within the 2SLGBTQIA+ communities.
- Demonstrated knowledge and understanding of the culture, history and current oppressions experienced by Indigenous peoples and racialized communities.
- Applies anti-racist, anti-ableist, anti-indigenous racism and anti-2SLGBTQIA+ lenses to social problems.
- Ability to work in a fast paced environment with daily deadlines;

- Driver's license and possession of a vehicle;
- Good judgment, excellent organizational skills and a demonstrated ability to work independently, with the possibility of doing some overtime.
- Superior oral and written skills in English are required.

Salary: Commensurate with training and/or experience: \$48,684 to \$59,706

Position Available: June 2021

We offer a comprehensive benefits package and generous leave provisions such as 4 weeks of vacation after 6 months. All successful candidates will benefit from a comprehensive orientation, innovative training programs, quality supervision and recognition of contributions.

If you are interested in this job opportunity, please apply on-line on our website at www.casott.on.ca **before 11:59 p.m., on Monday, May 24, 2021.**

We thank all applicants for their interest in the Children's Aid Society of Ottawa however we will only contact those selected for an interview.

CASO is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

The Children's Aid Society of Ottawa is dedicated to building a workforce that reflects the diversity of the community in which we live in and serve. The Society encourages applications from all qualified individuals.