



The Children's Aid Society of London and Middlesex has two upcoming vacancies for the position of Legal Assistant. There is one contract position and one permanent position available.

Reporting to the Supervisor, the Legal Assistant is critical to the provision of effective and efficient legal services on behalf of the Children's Aid Society of London and Middlesex (CASLM). This position performs a wide range of administrative and legal support activities to facilitate quality service delivery to CASLM intake and ongoing services as well as children, youth, families and community partners. In all activities, the Legal Assistant acts in accordance with the policies and practices of the CASLM and all legal and government requirements.

Responsibilities:

- Coordinate, process and complete general administrative duties
- Coordinate, process and complete legal duties
- Identify and report trends and potential system limitations, as well as potential solutions, related to legal and administrative roles and functions
- Conduct all action and activities in accordance with the policies and practices of the CASLM and all legal requirements
- Maintain confidentiality and display respect for children in care and their privacy at all times
- Establish effective working relationships with colleagues and parties to legal proceedings as well as community partners
- Honour all the CASLM's commitments to staff, children, youth, families and community partners by providing helpful, courteous, accessible, responsive and knowledgeable service
- All other duties within the spirit, scope and purpose of the job at management's request

Qualifications: Successful completion of post-secondary education in a legal assistant program required. Experience in family law preferred, experience in office administration is required. Ability to keyboard at 50 words per minute and successfully obtain 60% rating on Word and Excel testing is required. Ability to navigate CASLM information systems (CWIS, e-FORMS, Legal Administrative Database). Ability to perform during periods of multiple demands and understand and manage complex situations.

**Salary:** \$44,417.71 - \$59,523.97 (2020-2021)

Interested candidates with the required qualifications should submit a letter and resume to Emily DeVries, Human Resources Consultant at [Emily.devries@caslondon.on.ca](mailto:Emily.devries@caslondon.on.ca)

*The Children's Aid Society of London & Middlesex is committed to the values of equity, inclusion and respect and 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 with preference given to candidates who are fluent in French and English.*

*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.*