

## Legal Assistant

**#WE-CAS-21-25**

2 vacancies

Pay Band 7 - \$50,456- \$65,208 per annum

33.75 hours/week

On-site work at the Windsor office

The Windsor-Essex Children's Aid Society (WECAS) was established as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children.

The WECAS is committed to the integration of legal support services to enhance the ability of case managers to engage with families on a voluntary basis and to build and support relationships. At times, the risk to some children and youth is of such that Court-based intervention is required. We are very aware of the history of child welfare in Ontario and acknowledge that there has been a compliance approach that has resulted in the use of Court proceedings when families were unwilling to work on a voluntary basis with the Society. We are further aware of the disproportionate outcomes with respect to the over-representation of Indigenous and Black children and youth in care. The adversarial Court process at times undermines the building of relationships, therefore, it is necessary to ensure other approaches are employed. A commitment to supporting engagement through the use of ADR and building relationships is a necessary skill for our lawyers in addition to litigation skills. We are currently seeking a skilled and committed individual to join our team as a:

**Legal Assistant (#21-25):** This unionized position is responsible for providing administrative support to Legal Counsel, Director of Legal Services, and to provide assistance to other Legal Assistants, as required.

Some of the duties include:

- Scheduling consultations for workers with Legal Counsel
- Scheduling meetings with outside counsel, service providers, other Children's Aid Society Workers, police and school officials
- Prepare all necessary Court documents from a Warrant to Apprehend up to and including trial documents and appeals, or administrative tribunal, as required
- Commission Affidavits and exhibits, as required
- Contact the Trial Coordinator or Clerks of the Ontario Court of Justice or the Superior Court of Justice to schedule Court dates or secure other related information required
- Organizes and keeps up to date filing on internal files including preparing files for closure and storage
- Work within, update and maintain records within the Provincial Child Protection database

**Qualifications:** The successful applicant will have a 2-year college diploma in the legal administrative field with a minimum of 1 year experience or a minimum of 5 years' relevant experience.

**All Applicants Must:** Have the ability to obtain an Agency approved Vulnerable Sector Check – clear of any convictions including pardoned offences.

WECAS is committed to equity and diversity in the delivery of services and our work environment. Through our journey of diversity allyship we encourage those from equity seeking groups including Indigenous persons, members of racialized groups (e.g. BACC), persons with disabilities and persons of diverse gender identities, gender expressions and sexual orientations to self-identify in confidence in their cover letter.

We invite qualified applicants to apply in confidence, by sending a PDF version of their *combined* cover letter and updated resume (as 1 attachment) to [wecas.careers@wecas.org](mailto:wecas.careers@wecas.org), referencing the competition number **#WE-CAS 21-25 – Legal Assistant** in the subject line no later than **4:30 p.m. on December 10, 2021**. Individuals that do not have access to email may fax their cover letter and resume to the confidential fax number 519-971-0339.

*Candidates that may require accommodations throughout the recruitment and assessment process must advise us of the nature of the accommodation(s) to ensure your equal participation.*