

JOB TITLE: Legal Counsel
SALARY: \$95,215.15 - \$122,366.43 (2026-2027)


Agency:

The Children's Aid Society of Oxford County partners with parents, caregivers, and the community to provide a safe environment for children and youth through equitable, culturally aligned services. Our office is located in Woodstock, Ontario, and we provide services to all areas within Oxford County.

Position Summary:

This position provides leadership in planning, organizing, directing, and evaluating legal matters with proven litigation skills, superior dispute resolution techniques, and the ability to work cooperatively with agency staff. Legal Counsel will assist staff in attempting to first resolve matters out of court, preparing for court, and representing the Agency in court; participate as a member of our child protection team and be involved in all aspects of planning services for the child and family, through consultation and provide training to agency staff, on matters related to their work within the Child, Youth and Family Services Act (CYFSA).

Main Responsibilities:

- Provide legal services related to child protection activities
 - Interpretation of the Child and Family Services Act (CYFSA), including Part X (Personal Information)
 - Consult with the agency's direct service staff and managers concerning child protection work carried out by the Agency related to legal framework and court processes
 - Represents the Agency on child protection matters before the court including the preparation of documents to be presented in court (protection and status review applications, supporting documents, motions, affidavits, and agreed statements of facts)
 - Prepares for and attends Child and Family Services Review Board Hearings.
 - Provides training to Agency staff regarding court-related matters and court appearances
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QUALIFICATIONS:

- Post graduate degree in Law (LLB)
- Licensed to practice law in Ontario in good standing with the Law Society of Ontario
- Thorough knowledge of the Child, Youth, and Family Services Act (CYFSA) and other pertinent legislation and Ministry guidelines
- Legal counsel experience in child welfare matters
- Demonstrated expertise in litigation matters
- Proven communication, organization and presentation skills
- Demonstrated leadership, management skills and abilities, and professional practice
- Well-developed organizational skills and the ability to manage projects,
- Demonstrated knowledge of child-welfare practices.
- Good conflict-resolution skills and excellent analytical problem-solving skills

The Children's Aid Society of Oxford County 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 and serve. The Agency accepts applications from all qualified individuals and encourages applications from equity-deserving groups.

We are committed to creating an accessible environment for all. If you are contacted to participate in the interview process, please let us know if you have any accommodation needs.

Apply with a cover letter and résumé to Human Resources at: hr@casoxford.on.ca
The deadline for this posting is: **May 26, 2026**