CHILDREN'S AID SOCIETY OF ALGOMA

Requires an

Administrative Assistant – Legal Department – Sault Ste. Marie - Permanent

CASA is looking for an organized, proactive **Administrative Assistant – Legal,** to support our Legal Services department in delivering high-standard child protection services across the Algoma Region. Reporting to the Supervisor of Legal Services, you will manage the day-to-day administrative lifecycle of child welfare legal files—from drafting and formatting court pleadings under the CYFSA, the Federal Act, and the Family Law Rules and tracking strict statutory timelines and maintaining records within the Child Protection Information Network (CPIN). This role is ideal for a legal professional who brings strong procedural knowledge, high discretion with confidential information, and a commitment to equity, diversity, and inclusion in child welfare.

Qualifications:

- College Diploma in Business/Administration/Legal.
- Legal education considered an asset.
- Bilingual would be an asset
- Satisfactory Police Criminal Record Search
- Satisfactory Provincial Child Welfare check.

Knowledge:

- Three (3) years' experience in a legal environment
- Knowledge of Child Welfare and family court matters
- Proficiency in Family Court Rules and the CYFSA

General Skills & Attributes

- Proficiency in all aspects of Microsoft Office and Divorcemate
- Excellent organizational and time management skills, ability to multi-task, handle a large volume of work and set priorities
- Exceptional interpersonal skills
- Helpful, solution-focused, problem solver
- Effective communication skills, both verbal and written
- Ability to work independently and within a team setting

Salary Range: $46,446 - $57,091

Children's Aid Society of Algoma is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital/family status, sexual orientation, gender identity, aboriginal status, age or disability.

Children's Aid Society of Algoma is committed to providing a barrier free workplace. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Only short-listed applicants will be contacted.

Please send your resumé to:

Human Resources Department
Children's Aid Society of Algoma
191 Northern Ave. Sault Ste. Marie, Ontario P6B 4H8
E-mail: sdelbosco@algomacas.org

Closing Date: December 1st, 2026