



The Children's Aid Society
OF HAMILTON

La Société d'aide à l'enfance
DE HAMILTON

Serving Hamilton's children and families since 1894.

Au service des enfants et des familles de Hamilton depuis 1894.

EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 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 Society is committed to the strengthening of families, while valuing diversity and promoting equity.

We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals.

We are currently seeking a skilled and committed individual to join our team as a:

LEGAL SECRETARY

Temporary Full Time (34 hours per week) – 3 month contract

The Children's Aid Society of Hamilton is seeking a highly motivated and competent individual to provide legal administrative and clerical support to the Legal Department.

MAJOR RESPONSIBILITIES

1. Receives all draft pleadings from child protection workers; reviews with counsel and finalizes the documents;
2. Prepares letters, memos or Motions or delegates another Legal Unit support staff to complete task;
3. Distributes and files materials internally and in the court record;
4. Distributes legal materials from outside counsel to child protection staff and ensures the original document is placed in the legal file.

A detailed Position Description is available upon request.

QUALIFICATIONS

1. College Diploma in a Legal Secretarial Program or Law Clerk Program;
2. Secondary School graduation in a business or secretarial program or equivalent and in conjunction with experience in secretarial work at a senior level or experience in the legal field;
3. Typing and word processing skills;
4. Excellent communication and organizational abilities.

All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other, and to attend work regularly as regular attendance is critical to maintaining the highest quality and level of service expected in delivering care to the children and families of our community.

Interested applicants should submit a current resume to careers@hamiltoncas.com or by Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #025/19**) by **August 2, 2019**.

Applicants that may require accommodation due to disability during the selection process must notify Human Resources when contacted for an interview.