



## **Legal Administrative / Legal Disclosure Assistant**

*(Previously Legal Disclosure Worker)*

### **Full-Time, Permanent Position – (33.75 hours/week)**

The Legal Administrative / Legal Disclosure Assistant will work in close co-operation with administration and provide legal clerical support to the Agency and staff involved in child protection proceedings. This position also provides back-up coverage to other Administrative Assistants, Reception, and the Legal Services Admin as assigned. The incumbent is responsible for compiling, summarizing and redacting service files for disclosure and providing materials to service recipients. This includes a broad array of duties related to Society file management, administrative work and communication with external individuals and organizations, in accordance with Part VIII (Adoption Disclosure) and Part X (Privacy and Access) of the Child, Youth and Family Services Act.

### **Duties Include**

- Prepare court documents for filing before the court.
- Serve or arrange for service of all pleadings.
- Diarize all court dates/adjudgments; Bring Forward system to prompt staff
- Prepare legal correspondence/notifications.
- Attend Legal meetings as required.
- Ensure all disclosure requests are documented appropriately in the CPIN database.
- Prepare disclosure packages according to Agency policies and procedures, adhering to Part VIII (Adoption Disclosure) and X (Privacy and Access) of the Child, Youth, and Family Services Act.
- Coordinate with service recipients, legal personnel, and third-party requestors regarding their requests for information.

### **Position Requirements**

- Completion of a business diploma or certificate from an accredited college or equivalent combination of education and experience in legal support, human services, records management, administrative services, or health records management.
- Candidates with other academic qualifications and related work experience, plus demonstrated ability, will be considered.
- Intermediate skill levels and experience in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Accurate and fast word processing skills.
- Attention to detail.
- Demonstrated ability to work in a challenging, fast paced work environment with multiple and changing deadlines: Organizational, coordination and time management skills to determine priorities, meet timelines and manage several assignments simultaneously.
- Excellent communication skills including strong interpersonal, written, and verbal skills.
- Ability to relate and interact with agency legal service providers, co-workers, and community collaterals in a courteous and purposeful manner.
- Ability to assess workflow and administrative functions and to suggest improvements to improve efficiency, manage data and develop effective systems.
- Use of sound judgment and tact to address a range of issues and to problem-solve.
- Ability to work independently, or as part of a team.
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.
- Reliable vehicle, safe driving record and valid G Driver's Licence.
- Upon offer of employment, submission of a Current Criminal Records Check (Vulnerable Sector), deemed satisfactory to the employer.

### **APPLICATION INFORMATION – Applications Received to 5:00 pm on January 31, 2024.**

Please submit a cover letter and resume on-line at [www.thunderbaycas.ca](http://www.thunderbaycas.ca) "Career Opportunities". Individuals may also submit an application directly to: Amy Wrigley, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The Society is committed to supporting and advancing equity, diversity and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized, or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

*TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.*

*We thank all applicants; however only those considered for an interview will be contacted.*