

Catholic
Children's Aid Society
of Hamilton



Société d'aide à l'enfance
catholique
de Hamilton

Law Clerk

Employment Terms & Hours of Work: FT Temporary; 35 hours per week for 6 months

Position: Union

Compensation: Range, based on qualifications and experience: \$56,121 – 66,814 per annum

Starting Date: As soon as possible

Application Deadline: Applications will be reviewed on an ongoing basis up to 11:59pm September 17, 2023

Application Process: Please apply through our Career portal section of our website: <https://hccas.ca>

Guided by Catholic values and teachings, we serve and offer bilingual (English/French) service to children, youth and families within the Hamilton community to protect their safety and well-being, strengthen families and nurture lifelong relationships.

The Catholic Children's Aid Society of Hamilton is committed to having a workforce that is reflective of the diversity of the city of Hamilton and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Qualified candidates must have the skills and knowledge needed to work with an increasingly diverse population as well as knowledge of inequities, how they are perpetuated, and the skills to address them, specific to the requirements of the job.

Duties:

- Provides leadership and assists social worker staff in preparing affidavit evidence. Ensures that the form, terminology, content and language are appropriate for court filing. Assists in the drafting of other legal documents as required.
- Ensures all court documents are completed in a timely manner.
- Liaises with Society social work staff for the purpose of obtaining and communicating information related to court proceedings under the Child, Youth and Family Services Act.
- Drafts and reviews draft court materials submitted by social worker. Transcribes the information onto proper court documents, using terminology and language appropriate for court filing.
- Maintains ongoing consultation and coordination with social workers and legal counsel to ensure accuracy and completeness of information.

- Collects and organizes necessary evidence to support court proceedings in compliance with rules of evidence.
- Conducts background research required for drafting materials.
- Establishes or coordinates with legal Unit Assistants to bring forward system for status review dates and court filing deadlines.
- As required, identifies to legal Unit Assistants required file documents for Legal Counsel and Social Workers to present in court.
- May prepare Protection Applications, Status Review Applications, Notice of Motions, Affidavits in Support of Motion, and other legal documents as required.
- Coordinates work with supervisor, and follows the direction of the supervisor after consultation when required.
- Completes mandatory training and participates in ongoing agency training.
- Demonstrates leadership and a commitment to the principles of anti-oppressive practices and anti-racism based on justice, fairness, equity, respect of the beliefs and traditions of others.
- Complies with agency Health and Safety policies and the Ontario Health and Safety Act, and regulations.
- Committed to the Society's mission and vision.
- Performs other duties as may be assigned.

Required Qualifications and Skills:

- Diploma or certificate in law from a recognized community college or successful completion of the Institute of Law Clerks of Ontario courses.
- 3-4 years' experience as a Law Clerk, Family Law preferred.
- Experience in drafting court documents and court proceedings.
- Familiarity with the Child, Youth and Family Services Act.
- Demonstrated strong interpersonal, verbal and writing skills.
- Demonstrated problem solving skills, with the ability to organize work, competing priorities, and to meet deadlines.
- Ability to coordinate activities, gain cooperation of others and assume leadership role.
- Ability to handle work volumes and unplanned emergency work requirements.
- Self-directed to work efficiently, effectively and being flexible.
- Identify affidavit writing learning objectives for social work staff and facilitate the acquisition of these objectives by staff.
- Demonstrated ability to contribute to the team development and successes of the legal unit team. Capable to working both as part of a team and independently on assignments.
- Demonstrates a commitment to, and work ethic in leadership and role models behaviours that demonstrates the Mission and Vision of the Catholic Children's Aid Society.
- Bilingual French/English is an asset.
- Respectful and compassionate demeanor.
- Knowledge and commitment to anti-oppressive/anti-racist philosophy.
- Able to affirm and integrate in the delivery of services the Society values which reflect the Agency's Catholic faith, heritage, culture and traditions.

Additional Requirements for this Position:

- Computer literate with demonstrated proficiency in Microsoft office and proprietary child welfare systems and programs.

- Able to affirm and integrate in the delivery of services the Society values which reflect the Agency's Catholic faith, heritage, culture and traditions.
- At the time of hire, documents required will include:
 - Police clearance
 - Provincial Child Protection Record Check
 - Valid Ontario Driver's license and acceptable drivers abstract.

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Catholic Children's Aid Society of Hamilton is committed to ensuring a unbiased selection process that values equity, diversity and inclusion and reflects the Hamilton Catholic community that we serve.

In order to minimize interviewer bias we have incorporated the following into our selection process:

- *We will have our interview panel score written assignments blind to eliminate bias*
- *We will seek out recent examples on behavior-based questions during the interview process*
- *We will review a candidate's lived experience during the interview and when assessing staffing needs*
- *We provide accommodations in accordance with AODA and the Ontario Human Rights Code*
- *We will hold your application in strict and professional confidence*

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources.