



JOB DESCRIPTION

POSITION: Paralegal (Maternity Leave 12 months)

FUNCTION:

Under the direction of one of the Children's Aid Society of S,D and G Counsel, the Paralegal provides Counsel with support related to the legal activities of the Children's Aid Society of S, D and G, including knowledge of various legal techniques that enable the Paralegal to assume various responsibilities, such as preparing the documents required to refer child protection cases to the court, performing legal research, writing child protection documents, and drafting submissions and other documents related to civil litigation.

The Paralegal provides support to Counsel by meeting clients, gathering documentary evidence, drafting correspondence and managing the various files.

The Paralegal's duties also include preparing and writing documents for the Ministry of Children and Youth Services regarding children who have become Crown Wards for purposes of adoption.

MAJOR JOB RESPONSIBILITIES:

- To meet clients or others to gather evidence.
- To write documents such as legal correspondence (for example affidavits); case, settlement and trial management conference briefs; and court proceedings.
- To perform research into the legislation that governs the agency and perform case-law research, through various media (for example books written by experts, specialized publications and databases).
- To manage files (for example, prepare documents and gather documentary evidence).
- To ensure that documentation is complete and that it meets the requirements of the court.
- To protect the confidentiality of the documents.
- To act as a Commissioner for the Child and Family Services Act.
- To prepare and produce summary reports and submissions.
- To prepare and draft documents for the Ministry of Children and Youth Services regarding children who have become Crown wards for purposes of adoption.
- To handle requests and files.
- To manage received and sent documents, including legal documents.
- Other related duties.

QUALIFICATIONS:

- Knowledge of Microsoft applications (for example Word, Excel and PowerPoint).
- Knowledge of legal terminology.
- Knowledge of proceedings.
- One to three years of relevant experience.
- Knowledge of the *Child and Family Services Act* would be an asset.
- Practical and theoretical experience in the interpretation and application of statutes.
- Bilingualism (verbal and written).
- Legal Assistant or Paralegal College Diploma or University Degree from a Post-Secondary Educational Institution approved by the Ministry of Training, Colleges and Universities, and accredited by the Law Society of Upper Canada.
- A valid driver's license is required.
- Vulnerable Sector Criminal Record Check

We thank all interested applicants; however, only qualified applicants will be contacted for an interview.

Review/Revised: September 2015