

Reporting to: Senior Legal Counsel

Classification: FT temporary 13-month contract to November 5, 2027; 35 hours per week; union

Type of Posting: To fill a temporary vacancy

Compensation: Band 3, \$50,992 – 61,254 per annum

Starting Date: As soon as possible

Application Deadline: 11:59pm, August 12, 2026. Applications will be reviewed on an on-going basis.

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

This position is being posted both internally and externally. Internal candidates who meet the job requirements will be interviewed prior to external candidates.

MISSION

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.

We are currently seeking a **Unit Assistant, Legal Disclosure** to join our team on a full-time temporary basis for a 13 (thirteen) month contract to November 5, 2027.

Duties:

- Under the direction of the Senior Legal Counsel, the Unit Assistant Legal Disclosure ensures the completion of disclosure and access requests made to the Society.
- Privacy and confidentiality standards must be maintained at all times
- Consults with and is provided direction from the Senior Legal Counsel before taking any action on a request when clarification is required.

- Maintains up-to-date system to track disclosure and access requests and tracks completions.
- Liaises with agency management and staff as required.
- Prepares disclosure and access material based on the priority and statutory timelines, as determined in consultation with supervisor.
- Requests record searches to determine what records exist.
- Ensures requisite consents or court orders are obtained.
- Redacts files as required under disclosure policies.
- Uses all internal tools and technologies for this role.
- Prepares procedures that set out disclosure and access process to assist other staff in any absence.
- Maintains desk manual outlining procedures and processes related to duties.
- Maintains an up-to-date record of completed files and filing systems required in the legal unit.
- Attends unit meetings, participates in regular supervision and in the evaluation programs.
- Represents the agency in a professional manner with internal and external contacts.
- Maintains confidentiality of all files, documents and materials.
- 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.

Upon request, a detailed job description can be requested by contacting Human Resources at hr@hamiltonccas.on.ca

Required Qualifications and Skills:

- Graduate of a recognized community college or successful completion of the Institute of Law Clerks of Ontario course, or equivalent experience.
- At least 3-5 years of experience in a paralegal/law clerk position performing a legal disclosure function, or at minimum a College certificate or diploma in a law program and direct and relevant work experience.
- At least 3-5 years of experience in an administrative legal support position in a family law practice,
- Demonstrates a respectful, compassionate demeanor, using tact, sensitivity and diplomacy when dealing with others.
- Demonstrated competence in problem solving and the exercise of good judgment.

- Ability to be decisive and effective under pressure and to perform tasks efficiently and using initiative and judgment in a fast-paced environment. Seeks assistance when appropriate.
- Demonstrated experience in duties requiring concentration and high attention to detail.
- Familiarity with the Child, Youth and Family Services Act and rules of access and disclosure.
- Excellent organizational, coordination and time management skills to determine priorities, act in a timely manner and complete administrative duties within strict deadlines and manage several assignments simultaneously.
- Effective verbal and written communication skills applying sound interpersonal and organizational skills. Produces written communication that is concise, professional and accurate. Proofreads for error, grammar, and content.
- Ability to work jointly, co-operatively in consultation with other persons, professionals and teams. Maintains effective communication and working relationships with Agency staff, clients and stakeholders. Contributes own personal expertise in assisting other staff members.
- Ability to work independently, to take responsibility for organizing, prioritizing and completing the work assigned.
- 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.
- Knowledge and commitment to anti-oppressive/anti-racist philosophy.

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:
 - Criminal Record and Judicial Matters Police clearance
 - Provincial Child Protection Record Check
- The successful applicant will be required to work from the Agency office in Hamilton as per the current Telecommuting Hybrid policy. Further details will be reviewed during the interview process.

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The Agency is inviting applications from qualified individuals who self-identify as being part of one or more of the under-represented equity groups. During the online applications process, applicants will have the opportunity to complete the online questionnaire to indicate if they self-identify as being part of an equity seeking group. Answering the questionnaire is voluntary. If the questionnaire is not completed by an applicant, they will not be considered as being from an equity seeking group. *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:

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

We are an equal opportunity employer and are committed to building on inclusive process that respects the dignity and independence of people with disabilities. If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at the time when you are invited for an interview