



The Children's Aid Society
OF HAMILTON

Serving Hamilton's children and families since 1894.

La Société d'aide à l'enfance
DE HAMILTON

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 and Family Services Act* of Ontario, focusing on the well-being and protection of children. During this time, the agency has earned a reputation as a leader in the field of child welfare. The Society is committed to the safety, protection and well-being of children and the strengthening of families, while valuing diversity and promoting equity.

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

ORDERS/DISCLOSURE CLERK **Regular Part-Time (21 hours per week)** **\$27.37 – \$32.01 per hour**

MAJOR RESPONSIBILITIES

1. Drafts court orders using such materials as the Report of Court Appearance, Judge's Endorsements, Minutes of Settlement, Terms of Supervision, Motions etc. for review by the lawyers of the Legal Unit;
2. Prepares cover letters and sends draft Orders to appropriate respondents and outside counsel for approval as to form and content;
3. Makes edits to draft Orders as required;
4. Responds to requests from the Society's Legal Department for file disclosure for upcoming trials by providing edited file materials as specified;
5. Responds to requests for disclosure on open and closed files from third parties;
6. Maintains a database on all disclosures requested and completed, and generates a monthly report to be submitted to the Legal Office Manager.
7. Provides clerical support to the assigned lawyers and legal assistants in the preparation and amendment of court documentation ensuring all necessary information is included as requested.
8. Any other duties as assigned.

QUALIFICATIONS

1. Post-Secondary School graduate in a business or secretarial program or equivalent;
2. Experience in the legal field;
3. Familiarity with court proceedings, service of court documents, and experience drafting court documents;
4. Typing and word processing skills;
5. 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 apply directly on our website at www.hamiltoncas.com or submit a current resume by Fax: (905) 522-1089, clearly indicating the Job Posting Number (File 016/18)

We thank all applicants for their interest in The Children's Aid Society of Hamilton, however, we will only contact those selected for an interview.

The Children's Aid Society of Hamilton is 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. Applicants that may require accommodation due to disability during the selection process must notify Human Resources when contacted for an interview.