



PCAS25-002- Administrative Assistant, Legal & Disclosure (10 Month Secondment)- Flex

Job Title: Legal and Disclosure Administrative Assistant - Flex

Department: Legal Services

Location: Peel CAS, 25 Capston Dr. Mississauga, Ontario

Application Deadline: January 23, 2025

Hourly Grade: 12 Union (\$31.52 - \$39.00)

Please note: contract duration may be subject to change. However, the contract end date is November 30, 2025.

SUMMARY OF DUTIES & RESPONSIBILITIES

Reporting to the Legal Services Supervisor, the Legal and Disclosure Administrative Assistant (Flex) performs all administrative functions associated with the work of Legal Advice Services Branch, including but not limited to the following principal responsibilities:

PRINCIPAL RESPONSIBILITIES

LEGAL ADMINISTRATIVE ASSISTANT

- Files documents with court as needed.
- Assists with maintaining the administrative portion of the legal file in the Child Protection Information Network (CPIN) and the physical file, including but not limited to opening and maintaining up to date files, updating child's legal status and appearance dates, ensuring that all material and correspondence is available by either scanning or sending to scan and attach team; ensuring that the CAS and court record is identical.
- Reviews, formats and edits draft documents prior to sending to Legal Counsel for finalization;
- Assists with service of court documents electronically and by mail and/or arranges for child protection workers or process servers to complete such service.
- Assists with the preparation of procedural documents for review and finalization by legal counsel.
- Drafts Court Orders for review and approval by parties; Once approved, submits to court for issuing and distributes to parties
- Commissions affidavits in accordance with the *Commissioner for Taking Affidavits Act*
- Schedules Court dates with Trial Coordinator as required.
- Prepares correspondence on legal files as required.
- Responds to telephone calls/e-mails regarding routine inquiries from various professionals in the community on court related matters.



- Assists with the closing of legal files in the various databases
- Scans and uploads various documents to the CPIN legal file;
- Provides coverage to other Legal Administrative Assistants in their routine tasks, as needed

DISCLOSURE ASSOCIATE

- Supports the legal department with all information and records requests;
- Assists with processing access and disclosure requests and correspondence as directed by the Information Management & Disclosure Manager.
- Assists with answering calls, as required, for general client inquiries and departmental coverage, monitoring the legal disclosure email and voice mail boxes, opening occurrences as necessary and liaising with internal and external clients.
- Assists with preparing information for disclosure following prescribed policies, guidelines, procedures, legal requirements, legislation and timelines. Uses judgement in balancing the right of access with the protection of personal and other confidential information in accordance with the Act, and Regulations and Orders of the Information & Privacy Commissioner, while ensuring that specific provisions of the Acts such as notification requirements are met. Works in collaboration with the Information Management & Disclosure Manager to prepare disclosure summary letters.
- Acts as a support to staff regarding disclosure related policies and processes in consultation with the legal counsel.
- Perform other duties as required

The Legal Disclosure Administrative Assistant (Flex) is responsible for one or more of the above areas and will also provide coverage in all areas as required

JOB SPECIFICATIONS/COMPETENCIES

1. Knowledge of the *Child, Youth and Family Services Act* and other legislative standards, as they relate to the delivery of service within the Legal Advice Services Department
2. Knowledge of the Rules of Civil Procedures and the Family Law Rules
3. Working knowledge and experience in other relevant legislation such as *Personal Health Information Protection Act (PHIPA)*, and the *Personal Information Protection and Electronic Documents Act (PIPEDA)* and Orders of Information and Privacy Commissioner, especially orders pertaining to the CAS
4. Demonstrated analytical and problem solving skills, and attention to detail. Sound judgement and ability to handle matters of a confidential and / or sensitive nature.
5. Excellent written and verbal communications skills in order to initiate correspondence and liaise with other staff, external legal counsel, the Courts, other CAS's and other organizations



6. Strong organizational skills to manage a varied workload establish priorities and deal with a variety of competing deadlines.
7. Demonstrated ability to exercise initiative, deal with multiple priorities and demonstrate sound judgment
8. Advanced working knowledge of MS Office and with the ability to learn new software relevant to Legal Services. Excellent computer skills with Microsoft applications (Word, Excel, Outlook, PowerPoint and SharePoint) and Adobe Acrobat. Ability to learn and use new software. Ability to understand and use the Child Protection Information Network system and the Society's records system.
9. Class G license and access to a vehicle on a daily basis.
10. Flexibility to work outside of regular business hours subject to team leader approval.
11. Bilingual in French and English is an asset.

QUALIFICATIONS

- Successful completion of a College Certificate / Diploma in Legal Administration, Court and Tribunal Administration and Business Administration or approved equivalent combination of education and experience;
- 2 to 3 years of related experience in handling confidential, personal and sensitive information
- Other educational and personal qualifications together with experience that, in the opinion of the Chief Counsel, constitute adequate and suitable preparation for the position.

WHAT WE OFFER

- Competitive salary and a generous compensation and benefits package
- Semi-private hospitalization and prescription drugs coverage
- Flexible options for hybrid remote work
- Employee Assistance Plan
- Interactive Employee Wellness Programs
- Extensive Training & Development opportunities
- Introductory Webinars (WHMIS, AODA, Health and Safety)
- Generous Pension Plan through OMERS (part-time and full-time employees are entitled to enroll)
- Onsite Gym
- Staff Lounge



Peel Children's Aid Society (Peel CAS), in collaboration with 17 community partners, is leading the creation of a Youth Wellness Hub as part of the Youth Wellness Hubs Ontario (YWHO) initiative. This initiative aims to bridge service gaps in youth mental health and substance use sectors across Ontario by providing youth aged 12 to 25 with low-barrier access to a broad range of services including mental health support, primary care, education, employment, housing, and other social services. The overarching goal is to enhance youth experiences and outcomes through increased access to rapid services, consolidated care in one location, and tailored, high-quality programs co-developed with youth.

Child welfare is a rewarding career option that enables caring individuals to support the community and make a positive difference in the lives of children, youth, and families. As one of the largest CAS's in the province, we are proud of our ongoing innovation and leadership throughout the sector. Seeing well over 10,000 families a year, Peel CAS has the lowest number of children and youth in care per capita across Canada. 99% of the work we do is with children, youth, and families in their own homes. We are also home to the Child Welfare Immigration Centre of Excellence (CWICE) which is the centralized service in Ontario that supports child welfare organizations on cases involving unresolved immigration, settlement, or border-related issues. In addition, Peel CAS offers extensive programming dedicated to youth success through our Trailblazers Youth Centre, developed and led by youth to access exceptional services and supports to thrive, belong, build life-long connections and position themselves as leaders.

As an equal opportunity employer, we value Diversity, Equity, and Inclusion (DEI) and Truth and Reconciliation. We are grateful that our workplace diversity is representative of the communities that we serve and are committed to creating an inclusive environment where all employees feel like they belong. Should you require accommodation during the recruitment and selection process please contact us at tkhaira@peelcas.org

To apply, visit our website: www.peelcas.org