



EMPLOYMENT OPPORTUNITY Legal Assistant / Disclosure Clerk Permanent Full Time

“Native Child and Family Services is a community controlled multi service agency mandated both to protect Native children and to provide culture based services that support and enhance the quality of life for Native families, children, and youth within the greater Toronto area. The agency takes a holistic view of problems, builds on individual and family strengths, and engages clients as partners in identifying problems and their solutions.”

Position Summary

Under the direction of the Supervisor of Legal Services, the Legal Assistant will be primarily responsible to respond to requests for disclosure of information, records, client files and provision of administrative support to Native Child and Family Services of Toronto legal and adoption departments. In addition, the incumbent will assist the senior legal administrative assistant with preparation and maintenance of files through use of Frontline database, Divorcemate and physical files in the gathering of all information and other documents for filing with the court on all legal issues, processes and case activities in accordance with established procedures.

Qualifications

The successful applicant will have a post secondary degree/diploma in a legal assistant or law program with one to two years experience in a child protection environment or the equivalent combination of education and experience. Experience with the use Frontline database and Divorcemate will be an asset.

Additional assets include your knowledge and understanding of the unique dynamics that exist within the Aboriginal, Inuit, and Métis cultures; ability to work as a team member; excellent organizational, oral/verbal/written communication skills; ability to multitask and prioritize work demands; ability to analyse and problem solve; initiative, and respect for confidentiality.

NOTE: Please quote Competition # 10-07-08

Qualified Candidates may forward a detailed resume/covering letter by August 3, 2010 to:

*Human Resources Specialist
Native Child and Family Services of Toronto
30 College St.
Toronto, ON M5G 1K2
(Fax: (647) 258-8980)
Email: hrncfst@nativechild.org*

We appreciate your interest; however only those selected for an interview will be contacted.