



## (1) SUMMER STUDENT - LEGAL SERVICES

**Full-Time Opportunities (35 hours/week)**  
**May 7, 2018 – August 24, 2018 (16 weeks)**

*The Children's Aid Society of Ottawa (CASO) is committed to protecting the children and youth of our community from abuse and neglect. We work in collaboration with community partners to ensure their well-being and to strengthen the capacity of families and the communities in which they live.*

We are currently seeking a dynamic law student to work with and learn from our Legal Department. With 10 Counsels, we have the third largest in-house child protection legal departments in Ontario.

### **RESPONSIBILITIES:**

Under the supervision of Legal Counsel you will:

- Provide legal services to agency staff on the interpretation and application of child protection legislation
- Prepare cases for filing and for presentation in Court by coordinating the gathering of all information and evidence, drafting pleadings, preparing affidavits, briefs and other documents
- Regularly attend with Counsel at Court from first appearances through contested motions, settlement conference and trials to have a fulsome experience of the Court process and child protection litigation
- Provide information and support to CASO workers on case preparation, required evidence and Court procedure
- Aid in the development and participate in training programs on legal matters and procedures
- Document legal issues, processes and case activities in accordance with established procedures

### **REQUIREMENTS:**

- Current student enrolled in an LL.B., B.C.L., J.D., LL.M. from an accredited Law School
- Sound knowledge of our mandate and the services that we provide. Interest in our CASO mandate and the child protection services that we provide
- Satisfactory Police Record Check for Service with the Vulnerable Sector is required upon hire.
- Good judgment, good decision making skills, excellent organizational and planning skills and the ability to work independently as well as within a team setting.
- Ability and willingness to work evenings, weekends and holidays as required.
- Satisfactory Criminal Record Check for Service with the Vulnerable Sector is required upon hire.
- Valid Driver's license and access to a vehicle

### **COMPETENCIES & SKILLS:**

- Knowledge of *Child & Family Services Act* (CFSA), Family Court Rules and Court procedure
- Excellent communication skills
- Good judgment, excellent organizational skills and a demonstrated ability to work independently
- Ability to work in a fast paced environment with daily deadlines

### **ASSETS:**

- Bilingualism preferred (English & French).

**HOURS OF WORK:** Our business hours are Monday to Friday, from 8:30 a.m. to 4:30 p.m.; however, the student may be required to work flexible hours in order to participate to meet legal deadlines.

We offer a competitive wage rate of **\$15.00 per hour** plus an additional 6% in lieu of insurable benefits and 5% vacation pay. Our modern workplace has excellent physical amenities including a fully equipped gym, free parking and a cafeteria. The successful candidate will benefit from an innovative training program, quality supervision and recognition of contributions.

Interested candidates are requested to submit an online application at [www.casott.on.ca/en/careers/opportunities/](http://www.casott.on.ca/en/careers/opportunities/) by **11:59 p.m., on Friday, February 16, 2018**. **Please indicate in your application the current year of your program of study and your anticipated completion date.**

*We thank all applicants for their interest in The Children's Aid Society of Ottawa but only those selected for an interview will be contacted. The Children's Aid Society of Ottawa is dedicated to building a workforce that reflects the diversity of the community in which we live in and serve. The Society encourages applications from all qualified individual.*

CASO is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.