



**Reception / Casework Support Assistant
Community Legal Services of Ottawa /
Services juridiques communautaires d'Ottawa**

Community Legal Services of Ottawa is a community legal clinic, funded by Legal Aid Ontario. We provide legal assistance, public legal education activities and community development initiatives for the low-income residents of Ottawa.

We have a new full-time position for a reception and case support assistant to work at our South office.

Responsibilities

- Legal clinic front-office work, including reception and client intake in a busy work environment
- Administrative and case support for legal clinic staff members

Qualifications

- Strong oral and written communication skills
- Ability to efficiently multi-task and meet deadlines in a fast-paced environment
- Experience in responding sensitively to vulnerable clients' needs
- Proven ability to work collaboratively in a team environment
- Strong computer skills
- Ability to work independently and show initiative with minimal supervision.
- Capacity to work in French is preferred
- Ability to work in Arabic, Somali or other languages is an asset

Application Deadline: Monday, July 23 at 5:00 p.m.

Please send a cover letter, resumé and references by email to: sottgen2@lao.on.ca

Linda Martineau, Director of Administration
Community Legal Services of Ottawa
406 – 1355 Bank Street, Ottawa, ON K1H 8K7

Community Legal Services of Ottawa is an equal opportunity employer. We are committed to equity, diversity and inclusion. We welcome applicants from our diverse community and from historically disadvantaged groups.

We thank all applicants but we will only contact candidates selected for an interview.