

## EMPLOYMENT OPPORTUNITY

### Legal Assistant (Regular / Full-time)

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*HSA is committed to recruiting and retaining diverse staff and encourages people who experience marginalization (including but not limited to Indigenous Peoples, racialized/people of the global majority, women, people with disabilities, 2SLGBTQIA+, gender diverse, newcomers, and diverse faiths) to apply for career opportunities within our organization.*

*HSA recognizes the efforts of our employees and is committed to excellent compensation, superior benefits, and ongoing recognition to maintain work/life balance.*

#### Position Summary

Under the general direction of the Membership Services Coordinator - Disability Management (WCB/LTD/OH&S), the Legal Assistant provides administrative and secretarial support to Advocates and Labour Relations Officers specializing in the areas of Workers' Compensation Board (WCB) appeals, Long Term Disability (LTD) appeals, and Occupational Health & Safety (OH&S) advocacy.

#### Duties and Responsibilities

- Liaise with HSA members and respond to their queries regarding the grievance and arbitration process, LTD or WCB processes, OH&S concerns, and/or the status of their file;
- Draft less complex legal documents, reports and correspondence;
- Screen correspondence and agendas, take appropriate preliminary actions based on departmental requirements and direction, and anticipate related requirements;
- Obtain required documentation, such as employee records, clinical records, medical reports, LTD or WCB file disclosure;
- Create, format, and proofread complex and detailed digital documents, including mass merges;
- Ensure timely delivery and routing of faxes and time sensitive materials;
- Maintain records and reference materials for team members according to the HSA records system;
- Work collaboratively within the departmental team to establish workflow and set priorities;
- Maintain team member files on current preferences, profiles, schedules, workflow, travel and frequent contacts;
- Prepare books of documents and briefs of authorities;
- Make travel and meeting room arrangements as assigned, liaising with vendors and verifying details according to travellers' profiles, schedules, and preferences;
- Manage legal and disability management files according to department requirements;
- Prepare, file and arrange for service of legal documents, submissions and briefs;
- Monitor and flag legal deadlines and requirements;
- Transcribe and proofread legal documents;
- Provide reception relief, when requested;

- Provide administrative support for services required for on-site and virtual workshops and events;
- Create and manage member events in HSA's event management system;
- Prepare agendas and take minutes of verbatim records of meetings as assigned; and,
- Other related duties.

## **Qualifications & Requirements**

- A post-secondary legal assistant diploma or certificate;
- 5 years of demonstrated experience providing senior legal administrative support;
- Demonstrated advanced word processing skills with MS Word;
- Demonstrated intermediate Excel skills and other MS Office applications;
- Fast and accurate dicta/word processing;
- Well-developed knowledge of medical terminology, WCB and LTD appeals processes and judicial processes;
- Excellent organization and attention to detail;
- Excellent oral and written English communication skills;
- Demonstrated ability to create, format, and proofread complex documents;
- Demonstrated ability to work to tight deadlines and competing demands, both independently and as a team member;
- Ability to communicate and negotiate resolution of conflicting demands and priorities;
- Ability to take direction and work independently with minimal supervision;
- Ability to anticipate needs and take preliminary actions;
- Flexible and able to learn new skills and tools as required;
- A commitment to equity, diversity, and inclusion; and
- Demonstrated tact, discretion, and adherence to privacy and confidentiality requirements.

**Salary Range:** \$42.00 per hour, based on a 36 hour work week as per the HSASU/HSA Collective Agreement. In addition to a competitive salary, HSA offers a generous total compensation package that includes extended health and dental benefits, life insurance, income protection, pension plan, wellness and Employee Assistance programs, commuting support, and educational opportunities. Please note that eligibility is based on employment status.

## **HOW TO APPLY**

If you are interested in applying for this opportunity, please email your cover letter and resume outlining how your qualifications meet the position requirements to [hr@hsabc.org](mailto:hr@hsabc.org), referencing posting number **DM-LA-R0126** and position title in the subject line.

**Closing Date: February 8, 2026**

*No phone calls please*

*We thank all applicants for their interest and advise that only those shortlisted will be contacted.*