

EMPLOYMENT OPPORTUNITY

Legal Assistant

Who we are

The Health Sciences Association of BC (HSA) is a dynamic union delivering modern health care to British Columbians. Our 18,000 members work primarily in diagnostic, clinical and rehabilitation services at 250 hospitals and agencies across the province.

What we're looking for

The Health Sciences Association of BC is looking for an experienced individual to fill the position of Legal Assistant in the Disability Management Department at its office in New Westminster, British Columbia.

Duties and responsibilities

- Liaise with HSA members and respond to their queries regarding the grievance and arbitration process, EDMP, DTA, LTD or WCB processes, and/or the status of their file;
- 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 work flow and set priorities;
- Maintain team member files on current preferences, profiles, schedules, work flow, 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 serve legal documents, submissions and briefs;
- Monitor and flag legal deadlines and requirements;
- Transcribe and proof legal documents;
- Provide reception relief, when requested; and
- Other related duties.

Qualifications

Applicants must possess the following qualifications:

- A post-secondary legal assistant diploma or certificate;
- A minimum of 5 years' experience as a Legal Assistant;
- Demonstrated experience providing 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; and
- Demonstrated tact, discretion and adherence to privacy and confidentiality requirements.

This position requires hard work and the ability to work independently with minimal supervision. In exchange, HSA offers a highly competitive wage and benefit package and supportive work environment.

For more information about us, please visit our website at www.hsabc.org. Candidates interested in applying for this opportunity should forward a resume and covering letter to hr@hsabc.org, referencing Posting# **LA-032017**.

Closing Date: Wednesday, March 22, 2017

No phone calls please.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.