



EXTERNAL JOB POSTING

Date:	January 26 th , 2022
Position:	Legal Assistant
Department:	Disability Management
Status:	Regular / Full-time
Salary:	Per HSA/HSASU collective agreement
Start:	On selection of the successful candidate
Responsible to:	MSC – Disability Management

HSA is working towards equity and encourages people who experience marginalization (including but not limited to people of the global majority, women, people with disabilities, LBTQ2SIA+ 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, the Legal Assistant provides administrative and secretarial support to Lawyers and Labour Relations Officers working in all areas of disability management including Duty to Accommodate and Return to Work, LTD, WCB and EDMP.

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;
- 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 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 & Requirements

- A post-secondary legal assistant diploma or certificate;
- Ability to provide legal administrative support;
- Advanced word processing skills with MS Word;
- intermediate Excel skills and comfort with 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;
- Ability to create, format, and proofread complex documents;
- 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
- Tact, discretion and adherence to privacy and confidentiality requirements.

Closing Date: Sunday, February 20th, 2022

**Please forward applications
which includes a cover letter & resume by e-mail:**

**To: Josef Rieder
Director of Human Resources
Health Sciences Association
via e-mail at: jrieder@hsabc.org**