

PARALEGAL

The Ontario English Catholic Teachers' Association (OECTA), representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Paralegal.

Reporting to the General Secretary the Paralegal will be responsible for the daily management of member files, advocacy and supporting In-house Legal Counsel.

The Paralegal will provide assistance to In-house Legal Counsel in the preparation of case file reviews that will be before the Ontario College of Teachers' (OCT), the Workplace Safety and Insurance Tribunal (WSIAT) and the Human Rights Tribunal of Ontario, (HRTO). In addition, the successful candidate will also prepare case file reviews of denial of Long-Term Disability claims.

Principal Duties and Responsibilities

- Assist in case file reviews in OCT, WSIB, WSIAT, HRTO, OCT and LTD matters.
- Assist with obtaining and review of medical reports.
- Provide support for various projects.
- Conduct research.
- Conduct interviews of potential witnesses.
- Provide support to the General Secretary, Deputy General Secretary and Human Resources on personnel related matters.

Minimum Qualifications

- Paralegal Diploma and License in Good Standing with the Law Society of Ontario.
- 1-2 years experience with WSIB/WSIAT, regulatory bodies and/or other Tribunals.
- Knowledge of the *Workplace Safety and Insurance Act* and related legislation.
- Knowledge of medical and legal terminology as it relates to workplace insurance matters.
- Knowledge of and practical experience with research, analysis and evaluation techniques.
- Advanced knowledge of Microsoft Office/Office 365.
- Excellent communication and interpersonal skills, including the ability to respond to contentious issues with sensitivity, confidentiality, tact, and discretion.
- Ability to quickly establish working relationships and member confidence.
- Ability to work independently and as part of a multidisciplinary team.
- Excellent organizational and time management skills, including demonstrated flexibility to meet changing priorities in a fast-paced environment.
- Excellent organization and time-management skills with the ability to meet deadlines in a high-volume environment.
- The ability to provide quality professional services in the context of a democratic trade union is essential.
- Knowledge of the K-12 Catholic system and experience working within a union are assets, including familiarity and understanding of the *Education Act*, and associated regulations and policies.

Starting Salary: \$93,000

Benefits

OECTA is committed to providing our employees with an empowered, supportive, inclusive, and diverse working environment. All permanent employees have access to:

- Defined pension plan through the Ontario Municipal Employees Retirement System (OMERS).
- Comprehensive Health and Dental Benefits.
- Wellness Resources.

Location and Hours of Work

The OECTA Provincial Office is located at 65 St. Clair Avenue East, Toronto, Ontario. Travel within Ontario may be required. Flexibility to work outside regular business hours (8 am – 5 pm) and weekends will be required.

APPLICATION PROCESS

Application closing date: **October 4 at noon**

Qualified candidates are required to submit a cover letter and résumé electronically to the attention of Mary Lachapelle, Deputy General Secretary, via email to careers@catholicteachers.ca.

For those applicants granted an interview, the Association intends to hold interviews mid-October.

SELF-IDENTIFICATION

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-deserving group are encouraged to self-identify in their covering letter.

1. Do you self-identify as First Nations, Métis, and/or Inuit?
2. Do you self-identify as a member of a Black community or racialized community?
3. Do you self-identify as a person living with a disability?
4. Do you self-identify as a woman, man or as gender diverse?
5. Do you self-identify as 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)?

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.