**Position: Legal Assistant**

**Location: Toronto, ON**

**Status: Full-time, 1 year Contract, January, 2022 start date**   
**Salary: Commensurate with level of experience**  
  
*The Retirement Homes Regulatory Authority (RHRA) has the mandate to licence and inspect Ontario’s more than 760 retirement homes where over 60,000 seniors live. The RHRA is an agent for positive change, by working with the retirement homes sector to increase the protection, safety and well-being of our aging population.*

*The RHRA administers the Retirement Homes Act, 2010, which involves licensing homes, educating licensees, consumers and the public about the standards regulating retirement homes, carrying out inspections of retirement homes, and taking compliance and enforcement action as needed. The RHRA’s guiding principle is that a retirement home should be a place where residents live with dignity, respect, privacy and autonomy, in security, safety and comfort and can make informed choices about their care options.*

**Are you motivated to make integral contributions to a best-practice organization, through ownership and accountability of key processes that advance achievement of a regulatory mandate and, which makes a difference in people’s lives?**

The RHRA is seeking candidates for the role of **Legal Assistant** who will provide administrative support to the Legal team in the areas of case/file management, administration, and organization, file and document preparation, review, and response to various demands for documents and information, including affidavits, summonses, orders, search warrants, etc. This position will be part of the Legal Enforcement team and will receive day-to-day supervision from the Senior Law and Enforcement Clerk

**The successful candidate will, amongst other responsibilities:**

* Maintain and track the progress of enforcement files, from creating/opening files, to closing files and preparing materials for storage; ensuring accurate and timely maintenance – electronically and in paper, including uploading and downloading inspection and other documents.
* Gather, prepare, and process documents for disclosure for the purposes of appeals to the Licence Appeal Tribunal, and document requests, including coordinating with external legal counsel, and redacting documents as necessary
* Work collaboratively with Enforcement/Legal team to develop, refine, and implement file organization policies and procedures
* Support the preparation of documents relating to enforcement activities and prosecutions, including Registrar orders and notices of intent, internal memoranda, and affidavits.
* Draft, proofread, revise, format and prepare various correspondence and legal documents.
* File materials and communicate with Tribunal and Court offices in respect of hearings, motions and appeals.
* Coordinate the services of process servers and delivery services to serve materials on licensees, applicants and witnesses.
* Support regulatory processes by performing searches of various internet sources.
* Participate in meetings relating to enforcement/legal related matters, including drafting agendas, facilitating meetings, and taking minutes.

**Minimum Qualifications:**

* Law Clerk/ Legal Assistant Diploma/Certificate from a recognized institution.
* At least 3 years of experience in a related capacity at a law firm, regulatory body, or similar institution.
* Understanding of the regulatory environment, processes and issues.
* Experience with civil litigation and/or tribunal preparation is a distinct asset, as is experience in an enforcement, prosecution, investigatory or compliance environment.
* Working knowledge of the rules of service and practice, and the principles of privacy, evidence, and disclosure.
* Demonstrated experience in providing administrative and clerical support
* Knowledge of corporate and legal electronic and manual filing policies and practices to create and maintain filing systems, and ensure proper retention of records.

**Required Competencies:**

* Computer proficiency utilizing and basic troubleshooting with Microsoft Office productivity tools, in particular Microsoft Word, Excel, Teams, Outlook, and PowerPoint, along with email and internet search capabilities.
* Strong organizational skills to ensure files are maintained in an intuitive and easily accessible manner
* Comfort using case management software and relationship databases
* Experience operating and basic troubleshooting of office equipment such as printers, photocopiers, facsimiles, scanners.
* Effective time management skills to prioritize, organize and manage own work to meet conflicting demands and with minimal supervision.
* Strong oral and written communication skills to obtain/provide information, prepare outline correspondence and reports.
* An eye for detail to proof-read, edit and identify discrepancies in documents.
* Planning and coordinating skills to ensure priorities are met, make arrangements for travel/meetings and keeps track of schedules.
* Ability to exercise a high level of professionalism and discretion with confidential and sensitive information.
* Interpersonal skills to deal with all levels of staff and external contacts.
* Excellent team skills to promote the sharing and transfer of knowledge and expertise amongst team members, engaging in problem solving with others to continuously improve work flow and organizational effectiveness.

**Other Requirements:** Satisfactory Professional and Criminal Reference Checks. It is anticipated that this position will work from the RHRA’s Toronto office at least two day per week, with some flexibility for working from home, once the office reopens. Until that time, this position will be required to work from a home office. Required office equipment (laptop, headset, softphone) will be provided. Please note that applicants who receive any conditional offer of employment from RHRA will be required to provide proof that they are double vaccinated with a COVID-19 vaccine approved by Health Canada as a condition of employment and to maintain their status as fully vaccinated as a condition of continued employment.  RHRA will consider individual requests for accommodation by applicants who cannot be fully vaccinated due to grounds protected under the Human Rights Code.

*Interested candidates should submit* ***their application (cover letter and resume) to*** [*careers@rhra.ca*](mailto:careers@rhra.ca) *by December 17, 2021.*

*RHRA has a diverse workforce and is an equal opportunity employer. We welcome and encourage applications from people with disabilities and, accommodations are available on request for candidates taking part in all aspects of the selection process.*

*We thank all applicants however, only those under consideration will be contacted.*