

Legal Administrative Support

FACSFLA-2526-23

We uphold our responsibility to a community-wide vision of belonging, safety and well-being for children and young people within family, community and culture.

Employment Type:	Full-time	Duration:	Temporary (6 months)
Location:	817 Division Street, Kingston ON K7K 4C2	Anticipated Start Date:	immediately
Category:	Union	Hours of Work:	Mon – Fri 8:30AM – 4:30 PM, flexibility required
Hours Per Week:	35	Available Positions:	1
Salary Range:	\$45,458 - \$58,018	Posting Date:	February 04, 2026
Internal Closing Date:	February 12, 2026	External Closing Date:	February 12, 2026

Job Summary:

Provide general legal administrative assistance to Legal Counsel and employees.

Required Qualifications:

- Post-secondary education in Legal Administration or equivalent work experience
- Solid working knowledge and understanding of the relevant portions of the Child, Youth and Family Services Act and Regulations, the Family Law Rules and prescribed forms, and the Courts of Justice Act
- Experience in the full range of clerical and administrative support duties relating to the provision of legal services
- Advanced word processing skills in Word and applied knowledge of current Window applications, electronic file creation and management systems, electronic document filing platforms, and legal file sharing platforms
- Exceptional organizational, planning and communication skills as well as the ability to work in a team environment
- Ability to work with multiple short timelines
- Eligible for status as Commissioner of Oaths
- Valid driver's license with access to a reliable vehicle
- Bilingualism (English/French) is considered as asset

Responsibilities:

- Create, organize and maintain electronic agency court services files
- Receive, sort, redirect and distribute electronic legal correspondence
- Attend at court as required to issue and file documentation in accordance with Family Law Rules
- Prepare and maintain the electronic Continuing Records
- Assist with service of court documents including serving court documents
- Prepare Affidavits of Service
- Schedule and track meetings and consults

How to Apply:

- Email your resume and cover letter to the People and Culture team at RECRUITMENT@FACSFLA.CA**
 - Include the Competition File Number AND Job Title in the Subject Line**
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We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Equity, Diversity and Inclusion

At FACSFLA, we are committed to building an inclusive and diverse workforce that reflects the children, youth, and families we serve. Aligned with our Strategic Priorities and values of Truth & Reconciliation and equity, we encourage applicants with diverse identities, lived experiences, and perspectives — including those who are Black, Indigenous, People of Color, 2SLGBTQ+, living with disabilities, or with lived experience in child welfare. This commitment is also consistent with our obligations under the Ontario Human Rights Code to ensure equitable hiring practices.

Accommodation

FACSFLA is committed to an inclusive, accessible, and equitable environment for all. In line with the AODA and our equity goals, we aim to ensure that all individuals—especially Indigenous and equity-deserving children, families, and staff—have fair access to opportunities, services, and support with dignity and respect.

We value meaningful accommodation as part of a healthy, collaborative workplace. If you require accommodation due to a disability, medical need, or other protected ground, please contact the People and Culture team at recruitment@facsfla.ca We'll work with you to find respectful and inclusive solutions.

Benefits

- Hybrid work model option
- Health, dental, vision, travel insurance
 - temporary employees receive a percentage in lieu of benefits

- Health care spending account
- OMERS Pension
- Learning and development opportunities
- Employee and Family Assistance Program (EFAP)

Mobility of Employees in the Child Welfare Sector

Where an applicant from a participating Ontario Child Welfare Organization is successful in a job competition, service-based entitlements for wages and vacation shall be based on the length of their most recent period of continuous service, given there is not gap between employment of the 2 agencies. The foregoing does not apply to seniority-based entitlements.

To learn more about FACSFLA, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

