

EMPLOYMENT OPPORTUNITY

Legal Assistant (Temporary / Full-time)

HSA is committed to recruiting and retaining diverse staff and encourages people who experience marginalization (including but not limited to Indigenous Peoples, racialized/people of the global majority, women, people with disabilities, 2SLGBTQIA+, gender diverse, newcomers, 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.

WHO WE ARE

The Health Sciences Association of BC (HSA) is a dynamic union delivering modern health care to British Columbians. HSA represents more than 20,000 health science and community service professionals at over 265 hospitals and agencies in acute care, long-term care and community health across the province. In addition to negotiating collective agreements for its members, HSA works to preserve and promote public health care in Canada through campaigns and affiliations. For more information about HSA, please visit our website at hsabc.org.

WHAT WE ARE LOOKING FOR

HSA is looking for an experienced individual to fill the temporary, full-time position of Legal Assistant in the Disability Management Department at its office in New Westminster, British Columbia until July 25, 2025, or upon return of the incumbent.

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;
- 5 years demonstrated experience providing senior 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;
- A commitment to equity, diversity, and inclusion; and
- Demonstrated tact, discretion and adherence to privacy and confidentiality requirements.

Salary: \$40.78 per hour, based on a 36-hour work week as per the HSASU/HSA Collective Agreement. In addition to a competitive salary, HSA offers a generous total compensation package that includes extended health and dental benefits, life insurance, income protection, pension plan, wellness and Employee Assistance programs, commuting support, and educational opportunities. Please note that eligibility is based on employment status.

HOW TO APPLY

If you are interested in applying for this opportunity, please email your cover letter and resume outlining how your qualifications meet the position requirements to hr@hsabc.org, referencing posting number **DM-LA-T0124** and position title in the subject line.

Closing Date: February 5, 2024

No phone calls please.

We thank all applicants for their interest and advise that only those shortlisted will be contacted.