

## PERMANENT EMPLOYMENT OPPORTUNITY

### Paralegal *Halifax Nova Scotia*

#### About the Workers' Compensation Board of Nova Scotia

WCB is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

#### About the Role

The WCB is seeking an analytical, service-orientated individual to join its Governance and Legal department as a Paralegal.

As a Paralegal, you will work in partnership to provide research and support to three Legal Counsels regarding WCAT, Court of Appeals, Third Party and Investigation issues. You will be responsible for reviewing WCAT files and providing recommendations to Legal Counsel. This role may also complete submissions and/or appear at WCAT on behalf of the WCB. In addition, the Paralegal will also conduct research, prepare, and assist Legal Counsel regarding: Court matters, standard contracts, Third Party issues, negotiations for Collective Bargaining and internal WCB employee labour relations.

As an ideal candidate, you will thrive in this environment by possessing the following work group competencies: Priority Setting, Legal Research Analysis, Accuracy, Legal Written Communication, and Privacy Law Knowledge and Administration.

#### Your Experience & Skills

- Completion of a Paralegal Diploma/Certificate or related program.
- A minimum of three years' experience in a legal environment.
- Possess or have the ability to become a "Commissioner of Oaths".

**We offer a competitive compensation package ranging from \$57,180 - \$71,409.**

#### Application Details

Please email your resume and cover letter to [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca) by **4pm on April 4, 2025**. In the subject line of your email, please quote competition number: JV 68-25 EXT Paralegal.

**We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews. Please note:** WCB is required to check all employment references before presenting an offer to the successful candidate.

## Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

## Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resource team by email at [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca). All information received will be kept confidential.

To learn more about WCB Nova Scotia, visit [www.wcb.ns.ca](http://www.wcb.ns.ca) or connect with us on [LinkedIn](#).