



Nogdawindamin Family And Community Services

LAW CLERK – FULL TIME 2 YEAR CONTRACT

Nogdawindamin Family and Community Services, an expanding native child welfare agency serving member First Nations situated between Sault Ste. Marie and Sudbury, is seeking to hire a **LAW CLERK**.
Location: To Be Determined.

Overview of Responsibilities

Reporting to the Manager of Legal Services, the Law Clerk is responsible for providing a full and complete range of legal, administrative support services to Child Welfare Supervisors, Front Line Staff and the Legal Department.

QUALIFICATIONS

Education and Experience Requirements

- Legal Assistant diploma or related diploma or degree
- Two (2) years' experience in a similar position in a First Nation social services agency

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies
- Knowledge of court protocol, court processes and legal documentation

Special Skills & Abilities

- Excellent interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent organizational and administrative skills
- Excellent computer skills
- Ability to attend to detail and work with and develop legal documents
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to work with and meet tight timelines in a fast-paced, changing environment
- Ability to work flexible hours
- Ability to manage a high and varied administrative workload of responsibilities on a day-to-day basis
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Please submit a job related resume and cover letter along with three work related references by:

Tuesday, September 27, 2016 – 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717
hr@nog.ca

Preference will be given to applicants of native ancestry.

Incomplete or late applications will not be accepted

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca