



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

LAW CLERK – FULL TIME TWO (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, April 4, 2017 – 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