



Kina Gbezhgomi Child and Family Services

EMPLOYMENT VACANCY – SUDBURY

Job Title: LEGAL ASSISTANT

Phase 2 - New Position, Full Time Regular

Salary Range: \$55,200 -- \$67,889

Internal and External Posting

Kina Gbezhgomi Child and Family Services (KGCFs) is a designated Children's Aid Society delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFs honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, belief and customs.

Position Overview

The Legal Assistant is responsible to coordinate the provision of legal services as directed by the Legal Counsel. The Legal Assistant will support the coordination of agency legal services by preparing relevant legal documentation and correspondence; conducting legal research; and, assisting with trial preparation.

QUALIFICATIONS:

Education & Experience

- Law Clerk, Legal Assistant or Paralegal Diploma
- Minimum two years' work experience in a legal capacity
- Ability to speak the Anishinabe language a definite asset

Knowledge & Skills

- Knowledge of *the Child and Family Services Act, the Children's Law Reform Act*, the Family Law Rules, other relevant legislation, regulations, Ministry standards, and agency policies and procedures;
- A thorough understanding of the agency's values, service philosophy and objectives;
- Knowledge, respect and practice of the Anishinabe culture; understanding of cultural competencies;
- Demonstrated understanding of, and commitment to, integrating the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationship
- Working knowledge of Microsoft Office Suite, Frontline, CIMS and Penlieu
- Must be able to work flexible hours
- Must have a valid driver's license and possess own vehicle
- Must be willing to authorize a "Vulnerable Sector Screen and Criminal Record Search"; and, sign an "Oath of Confidentiality"
- Must have firm understanding of the functioning and dynamics of Anishinabe families and child care principles
- Able to speak Anishinabemowin is a definite asset; or, Must be willing to learn Anishinabemowin
- Must be willing to participate in the activities, events and circles for the acquisition of cultural competence.

Work Environment

- The traditional practices of the Anishinabek will expose staff to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage and/or cedar, may occur within the work setting.

Deadline: Wednesday October 25, 2017

Please visit our website at www.kgcfs.org a full job description. KGCFs offers competitive wages, opportunities for training, along with a generous benefits package and pension. To become a team member please submit a cover letter, detailed resume and 2 work related references, along with 1 character reference to:

Kina Gbezhgomi Child and Family Services (**Confidential**)
Attention: Human Resources
98 Pottawatomi Avenue, Wikwemikong, Ontario P0P 2J0

By Fax: 705-859-3629 (Main Office) or By Email: hr@kgcfs.org

KGCFs services are highly specialized in the approach to the delivery of Anishinabe child welfare in our area, preference will be given to Anishinabek candidates (please self-identify). All applications are appreciated; however, only those candidates selected for an interview will be contacted. Successful candidates will be required to submit the following: Police Vulnerable Sector Check, Driver's Abstract and Valid G Driver's License.

Posted: October 6, 2017