



If you are looking to join an organization which offers a
meaningful **JOB OPPORTUNITY** then **CAST** is the place
for you!

The Children's Aid Society of Toronto (CAST) is proud of their long history of leadership in protecting children and their commitment to the provision of quality service to children and their families. If you are looking to make a difference in the lives of children, we have an opportunity for you. Come join us and be part of our team and work for one of the city's Top Employers.

The following **Permanent Full-time** position is available and applications are invited:

Director, Legal Operations

Job Posting #: 18-033

Salary Range: \$119,309 - \$150,109

LOCATION:

This position will be located at our Toronto Location (30 Isabella Street, Toronto, ON).

PURPOSE:

Reporting to the Chief Counsel, the Director, Legal Operations directs and manages the effective and efficient administration and operation of the legal services teams. Provides leadership to the integration of legal functions with service goals and principles. Participates in the development of society policies and programs related to the delivery of mandated services under the Child and Family Services Act. Advises and represents the Society as counsel on assigned matters.

MAJOR RESPONSIBILITIES:

1. Directs and manages the day to day operations of the legal services teams, consulting with Sr. Counsel/ Legal Services Managers, and the Admin Supervisor to ensure that all activities of staff meet legislative requirements, professional standards and Society policy criteria.
2. Hires, trains, evaluates, disciplines and terminates direct reports, in consultation with Human Resources. Ensures that these employees are available to participate in required training. Provides direction, consultation and professional expertise and guidance to Sr.Counsel/Legal Services Managers and the AA Supervisor.
3. Provides professional guidance, interpretation and direction on complex legal issues to all legal staff as required. Provides leadership to ensure integration of service principles into the work of the legal teams.
4. Is responsible for administrative functions relating to the delivery of legal services including operational planning, budgeting, and analysis and projections for the legal teams.
5. Ensures provincial and agency policies, legislative requirements and professional standards are adhered to by legal staff.
6. Participates on or leads committees, working groups and task forces of the society and other groups or organizations with or to which the society collaborates or belongs.
7. Participates in the development of Agency policies, programmes, goals and budgets through membership on the Strategic Advisory Team and Service Directors' Team.
8. Together with Chief Counsel, provides legal consultation and advice to senior management on the interpretation of relevant federal and provincial policy and legislation, and risk-related service

matters including child deaths and client complaints. Ensures contentious or highly publicized legal cases are identified and discussed. Participates in case conferences in complex, precedent-setting, or otherwise highly contentious matters.

9. Establishes and maintains effective communication links with government officials, members of the judiciary, lawyers in the community and representatives of other agencies to facilitate effective functioning of society's legal activities.
10. Ensures that plans and curricula for legal training of child protection staff and service training of legal staff are developed and implemented.
11. Participates in the assessment of the impact and consequences of proposed legislation and regulations on the society and its work. Together with Chief Counsel, makes recommendations for Agency policy, procedure and practice in response to new legislative, regulatory or government policy requirements, and participates in their development and implementation.
12. Responsible for the preparation for and presentation at complex hearings, including cases with high risk and/or significant legal implications, appeals, applications for judicial review and other novel or highly contested proceedings. Represents the Society as counsel on highly publicized and contentious issues such as inquests as required.
13. In consultation with Chief Counsel, retains outside counsel to supplement in-house resources as required, and ensures their work is monitored and supervised appropriately.
14. Ensures all necessary records are maintained with regard to legal and court activities, and that documentation is prepared by legal teams properly and on schedule. Is responsible for gathering and reporting legal statistics required by the Ministry.
15. Ensures implementation of Society's code of Ethics, Confidentiality, Anti-Oppression/ Anti-Racism, Harassment & Discrimination policies etc by legal teams through leadership and role-modelling.
16. Creates and leads teams that reflects diversity, supports differences and encourages different perspectives.
17. Works in a safe manner in accordance with the Society health and safety policies and procedures and all relevant legislation.

QUALIFICATIONS:

- Bachelor of Laws degree from a university of recognized standing
- Licensed to practice law by the Law Society of Upper Canada
- Eight (8) years of progressively responsible experience in the practice of law in the Child Welfare field

KNOWLEDGE AND SKILLS:

- A broad and expert knowledge of the Child and Family Services Act and Regulations, the rules of evidence and the Family Law Rules.
- Ability to represent the Agency and its interests in highly contentious cases or inquests.
- Demonstrated management and leadership skills such as:
 - < financial management ability
 - < effective, engaging presentation abilities
 - < ability to prioritize multiple demands/objectives
 - < supervisory skills
 - < project management skills
- Superior critical analysis and problem solving skills
- Proven ability to direct and manage within a complex organizational system and handle conflict and problems in a constructive and productive manner.
- Effective ability to communicate, both in writing and verbally.
- Ability to relate to clients, staff, foster parents and a diverse community.
- Ability to make sound decisions related to all aspects of operations.
- Professional credibility based on work history

Anti-Oppression/Anti-Racism at CAST

CAST is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different

perspectives and contribute to a further diversification of ideas.

Accommodation at CAST

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-924-4640 x2300. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

APPLY NOW!

Apply directly on our website at www.torontocas.ca under the Careers section by **FRIDAY, APRIL 6, 2018.**

If you cannot apply on our website, applications can be faxed (416-324-2400), or mailed (30 Isabella Street, 5th Floor) to the attention of Human Resources, **clearly indicating the Job Posting Number: JP#18-033**

We thank all applicants for their interest; however, only qualified applicants will be contacted.