



Family & Children's Services of Renfrew County

Together, A Caring Community.

LEGAL ASSOCIATE

Department: Legal Services
Accountability: Supervisor of Legal Services
Location: 77 Mary Street, Pembroke

POSITION SUMMARY:

The incumbent will provide legal services to the Agency in the discharge of its legal mandate under Part III of the Child and Family Services Act and in related child welfare matters.

GENERAL RESPONSIBILITIES:

- Works with Agency staff to consult and advise and to represent the Agency in child protection proceedings in the Ontario Court of Justice.
- Receives instructions from service staff and supervisors, and ensures that the legal interests of the child, as represented by the child protection worker, are pursued with opposing council within the family court.
- Consult with the child protection Supervisor to ensure the adequacy of evidence and the preparation of witnesses. Ensures appropriate liaison with counsel has occurred at every stage of a child protection case.
- Ensures that legal services documentation is adequately prepared, distributed and represented on the file.
- Review legal precedent on a regular basis and provides supervisory staff with advice and training regarding decisions and documentation.
- Regularly attends court including acting as counsel at trials.
- CFSRB complaints
- Provide coverage for senior legal counsel (including management responsibilities)
- Attend mediation and other collaborative meetings with client, families and their counsel

KNOWLEDGE & SKILL REQUIREMENTS:

- Post graduate university degree in Law (L.L.B.) and membership in good standing with the Law Society of Ontario
- One year of experience since being called to the Bar, preferably in representing a child protection agency.
- Outstanding litigation skills, interpersonal skills and the ability to relate well to other professionals and individuals in a corporate setting and in the community at large
- Outstanding ability to communicate well orally and in writing, within a team environment, part of the larger agency, and external collaterals.
- Ability to provide sound and well-considered legal advice, direction and information to the Agency's staff and management with respect to child protection matters, and ability to receive and act on instructions from a corporate client
- Understanding of the CFSA, Signs of Safety, Anti-Oppressive Practice and Strength-Based approach
- Excellent presentation and negotiation skills
- Excellent organizational skills and ability to meet deadlines and determine work priorities
- Ability to travel and provide own transportation
- Bilingualism (fluency in French and English) is an asset