

**YORK REGION CHILDREN'S AID SOCIETY**  
**16915 Leslie Street**  
**Newmarket, ON L3Y 9A1**  
**Fax: 905-898-7741 or email: [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org)**

July 20, 2018

## **LEGAL COUNSEL**

### **NATURE OF POSITION:**

To act as counsel to the agency, as directed by the Director of Legal Services. To represent the Society in court applications under the Child, Youth and Family Services Act and to provide legal advice to agency staff.

### **MAJOR RESPONSIBILITIES:**

- Prepares for and represents the Society on child protection cases in the Superior Court of Justice whether the applications are commenced by the Society or other parties.
- Prepares for and represents the Society before administrative tribunals, including expungement hearings at the Child Abuse Register, and complaints and reviews before the Child and Family Services Review Board.
- Prepares for and represents the Society at appropriate hearings under the Children's Law Reform Act.
- Prepares for and represents the Society on appeals and judicial review applications in higher courts.
- Acts as legal resource person for consultation with social workers and administration with respect to the Child Youth and Family Services Act and child protection matters (including adoption) and with respect to the Youth Justice Act and other legislation affecting children. On occasion, represents the Society as statutory parent or as third party record holder in Youth Criminal Justice cases.
- Sits as a member of the in-house Child Abuse Review Team, as required.
- Assists the Director of Legal Services in the conduct of periodic training sessions for agency staff in child protection matters, including such areas as legislative amendments, presentation of evidence and the effective utilization of court related forms.
- Assists the Director of Legal Services in the preparation and revision of child protection related forms.
- At the request of the Chief Executive Officer and the Chief Operating Officer, gives legal advice on general day to day legal issues that confront the Agency.
- Prepares and drafts legal documents such as contracts, releases and affidavits. Prepares files for disclosure to external parties and agencies.
- Sits on local committees as appropriate.
- Assists in the resolution of jurisdictional conflicts between societies.
- Assists adoption workers in the finalization of adoption applications and presents said applications in the Superior Court of Justice where required.
- Notarizes and commissions documents.
- Acts as guest speaker or panellist as requested by various groups and as time permits.
- Other related duties as may be assigned by the Director of Legal Services, the Chief Operating Officer or the Chief Executive Officer.

## **KNOWLEDGE AND SKILLS:**

### **Education and Experience:**

- LL.B plus articling and successful completion of the bar admission process.
- Some previous experience in family protection and/or family law would be a definite asset.
- Bilingualism in French would be considered an asset.

### **Work Prerequisites:**

- Sound knowledge of the Child Youth and Family Services Act all legislation relating to children, i.e. Youth Justice Act, Children's Law Reform Act, and all regulations for the said legislation.
- Sound knowledge of case law, i.e., judicial and administrative decisions related to the above legislation.
- Good knowledge of the requirements of both the Canada and Ontario Evidence Acts and the court procedures as dictated by the Family Court Rules for Ontario.
- Working knowledge of the child protection system and some knowledge of basic social work practices and theory.
- Written skills to prepare correspondence, draft court documentation and protection applications, write legal opinions, draft contracts, etc.
- Verbal and communication skills to effectively communicate and explain information to the Society's front line workers, other lawyers and in particular to present arguments to the judge in a court room setting.
- Negotiating and decision making skills to negotiate settlements in court cases and resolve disputes between agencies and to determine appropriate procedures in the conduct of court hearings.
- Research skills to research points of law both in court proceedings and in providing day to day legal advice to the Society.
- Organizational skills to effectively prepare and implement the presentation of a case in court.
- Interpersonal skills to interact with different disciplines, specifically in adverse settings where there are conflicting interests.

**PAY GRADE:** 10 (\$89,941.03 - \$114,089.17 )

Anyone wishing to apply for this position should do so in writing to [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org) no later than 4:30 p.m. Tuesday **July 31, 2018.**

*York Region Children's Aid Society is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.*

*The Society encourages applications from all qualified individuals.*

*Applicants that may require accommodation during the selection process are encouraged to notify HR when contacted for an interview.*