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**Legal Counsel  
Legal Services – Owen Sound  
Posting #2019-02, Position #159**

**EMPLOYEE GROUP:** Non Union, Permanent, Full-time  
**SALARY:** Classification 9 (\$81,995- \$100,668)  
**DEPARTMENT:** Legal Services Department  
**REPORTS TO:** Director, Legal Services  
**LOCATION:** Owen Sound  
**DATE POSTED:** March 8, 2019  
**CLOSING DATE:** March 22, 2019

Please submit cover letter and resume, quoting posting #2019-02 to HR Mailbox ([hr@bgcfs.ca](mailto:hr@bgcfs.ca)) on or before March 22, 2019 at 4:30 p.m.

### Purpose Statement

Reporting to the Department Director or Designate, the Legal Counsel is responsible for providing comprehensive legal consultation, representation and training for the Bruce Grey Child and Family Services (BGCFS) and its staff in all matters related to the execution of its mandate under the Child, Youth and Family Services Act (CYFSA).

### Main Duties and Responsibilities

#### Court Related Activities

- Prepares cases for presentation in court by coordinating the gathering of all information and evidence, drafting and/or reviewing pleadings, affidavits, briefs and other documents for filing with the court and preparing witnesses
- Represents the BGCFS in all levels of the courts and tribunals in relation to CYFSA, Children's Law Reform Act, Family Law Act and other statutes in both contested and uncontested matters including adjournments, contested motions, motions for summary judgment, hearings, conferences, motions for disclosure and trials, appeals
- Prepares and documents all legal issues, processes and case activities/ dispositions
- Negotiates settlements where possible
- Represents the agency with respect to any litigation involving disclosure of agency records
- Represents the BGCFS in Child Abuse Register expunction hearings
- Ensures documentation of all legal issues, processes and case activities in accordance with established procedures

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- Provides assistance, where required, in the preparation of legal notice and documentation of court related matters
- Assists the Child Protection Workers as required in their preparation to appear on criminal matters and on family law related matters
- Liaises with other outside agency lawyers with respect to court applications
- Liaises with parents and/or counsel representing the parents and children's counsel or the Crown as the case may be

### **Legal Consultation**

- Provides legal advice and services to BGCFS staff on the interpretation and application of the CYFSA and other legislation pertaining to child welfare or family law
- Provides legal consultation with staff regarding case planning, abuse registration, adoption issues, etc.
- Participates in case conferencing, decision making forums and advises where appropriate on case management issues

### **Relationship Management**

- Demonstrates behaviours, actions and attitudes that are consistent with BGCFS's vision, mission and values
- Develops and maintains collaborative relationships at all levels of the agency in order to build trust and confidence in the services provided
- Establishes positive relationships with key stakeholders, internal and external to the BGCFS such as agency staff, judges and employees of the Ontario Courts, Public Health, medical professionals, the OACAS and OCCAS and other collateral, community resources and organizations in the community
- Provides liaison with community counsel contracted to offer assistance with trials and back up agency counsel
- Shares information according to privacy and/or confidentiality guidelines
- Ensures appropriate communication with appropriate manager at appropriate time
- Respects ethnic, spiritual, linguistic, familial and cultural differences

### **Team Building**

- Develops professional working relationships with team members
- Works respectfully, positively and collaboratively within a team environment sharing experiences and lessons learned
- Actively participates and engages in team and staff meetings training sessions and other meetings/sessions as required
- Supports the team and works with team members to ensure department needs are met including absence coverage

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### Other Related Activities

- Prepares and presents training programs for BGCFS staff, foster parents and others as applicable regarding pertinent aspects of the CYFSA or other legislation related to BGCFS business
- Knows and adheres to all applicable BGCFS policies, procedures and relevant administrative practices
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary
- Implements new procedures and controls deemed necessary by management
- Assists in the training and orientation of peers
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations
- Participates on internal and/or external committees as required
- Participates in special projects and performs other duties as required

### Knowledge, Education, Experience, Skills and Attributes

#### Qualifications

- Bachelor of Laws Degree and membership in good standing of the Law Society of Upper Canada
- 1-2 years of experience representing children, parents or a Children's Aid Society in CYFSA or Family Law proceedings preferred
- Excellent knowledge of case preparation, presentation and litigation techniques and alternative dispute resolution strategies
- Advanced knowledge of legislation governing child welfare including CYFSA, Family Law Rules, Rules of Evidence, Ontario Courts of Justice Act, regulations and related statutes
- Basic knowledge of relevant CAS/industry computer applications such as CPIN
- Knowledge and experience in the application of related legal theory and practice

#### General Skills and Attributes

- Ability to use MS Office and Outlook applications such as Word and email
- Excellent written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all levels of staff
- Solid ability to think analytically with attention to detail in the presence of frequent interruptions
- Excellent ability to make decisions of sound judgment and provide legal advice, often in crisis or emergency situations and
- Solid understanding and commitment to quality service and best practice
- Highly detail-oriented
- Accountable for own actions and decisions, making decisions within the scope of

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- the position and referring issues/problems/events to the manager as required
- Flexible, adaptable and responsive to change
  - Ability to deal with highly sensitive and personal information in a confidential manner
  - Advanced ability to analyze information, problem-solve and make solid recommendations
  - Self-directed with an excellent ability to organize, plan, prioritize and multi-task
  - Acts with integrity, trustworthiness, humility, transparency and compassion
  - Demonstrated critical thinking
  - Excellent ability to work with and meet tight, critical timelines

### Efforts and Working Conditions

- Work is primarily performed at a desk in a normal office environment
- Intermediate periods of sitting and computer/phone use
- The incumbent has the freedom to move about or change position at will
- Multi-tasks within a fast-paced, high-volume and demanding environment
- Frequent periods of legal review and analysis and proofing of documentation required
- Absorbs and interprets information from multiple parties on a regular basis
- Required to listen to and reconcile multiple points of view being discussed/presented
- Participates or leads meetings or other where differing viewpoints are being presented
- Frequent interruptions
- Regular travel to the BGCFS sites, court in Walkerton and Owen Sound, or within the BGCFS region
- Occasional travel outside the region is required
- Occasional lifting of boxes and briefcases required

### Disclaimer

The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

### Anti-Oppression/Anti-Racism at BGCFS

*BGCFS is committed to having a workforce that is reflective of the diversity of the community and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

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### Accommodation at BGCFS

*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 [hr@bgcfs.ca](mailto:hr@bgcfs.ca) . 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.*