

YORK REGION CHILDREN'S AID SOCIETY

16915 Leslie Street

Newmarket, ON L3Y 9A1

Fax: 905-898-7741 or email: human.resources@yorkcas.org

Job Number: 2019-14

May 1, 2019

Applications are now invited for the position of:

LEGAL COUNSEL
12 Month Contract

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 actively conducts trials, motions for summary judgement and various other motions.
- 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 Criminal Justice Act* and other legislation affecting children. On occasion, represents the Society as statutory parent or as third-party record holder in Criminal cases.
- Sits as a member of in-house committees 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 of research memoranda.
- 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 open to legal for disclosure to 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 with a minimum of 3 years work experience.
- Previous experience in child protection law and family law.
- Bilingualism in French would be considered an asset.

Work Prerequisites:

- Sound knowledge of *the Child Youth and Family Services Act* and all legislation relating to children, i.e. *Youth Criminal Justice Act*, *Children's Law Reform Act*, and all regulations for the said legislation.
- Sound knowledge of case law, fi.e., judicial and administrative decisions related to the above legislation.
- A sound knowledge of the requirements of both the Canada and Ontario Evidence Acts and the court procedures as dictated by the Family Law Rules for Ontario.
- Working knowledge of the child protection system and of basic social work practices and theory.
- Written skills to prepare correspondence, draft court documentation and protection applications, write legal opinions, draft contracts, facta etc.
- Strong verbal and communication skills to effectively communicate and explain information to the Society's front-line workers, other lawyers.
- Strong advocacy skills.
- 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.
- Strong legal research skills.
- 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.
- Competence to manage an active caseload from the onset of employment.

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

Applications for this position must be submitted in writing to human.resources@yorkcas.org no later than 4:30 p.m. Thursday May 9, 2019. Please quote job number 2019-14.

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.