



Dnaagdawenmag Binnoojiiyag

CHILD & FAMILY SERVICES

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517 Hiawatha Line

Hiawatha First Nation, ON

K9J 0E6

**Employment Opportunity  
Hiawatha First Nation  
Legal Services Manager**

**Purpose of the Position:**

To ensure the provision of expert legal services to the Agency, to manage the Legal Services Department, to represent the Agency in court applications under the Child and Family Services Act and Young Offenders Act and to provide legal advice to Legal Team and Agency staff as required.

**Responsibilities:**

- Manages the Legal Services Department for the Agency including assignment of court cases to outside counsel as required, and ensure consistency in the provision of legal services for the Agency.
- Advises the Executive Director on whether to proceed with a court application on an apprehension, while understanding the final decision rests directly with the Executive Director.
- Prepares for and represents the Agency in child welfare court cases in Ontario Court (Provincial Division) whether applications are commenced by the Agency or by other parties.
- Prepares for and represents the Agency on expungement hearings under The Child and Family Services Act where application is made to remove a name from the Central Abuse Registry.
- Prepares for and represents the Agency at appropriate hearings under the Children's Law Reform Act.
- Prepares for and represents the Agency on appeals and judicial review applications in higher courts.
- Acts as legal resource person for consultation, with legal counsel, legal assistants, social workers and administration with respect to The Child and Family Services Act and other legislation affecting children. On occasion may represent the Agency in court on Young Offenders Act cases.
- Represents Dnaagdawenmag Binnoojiiyag Child and Family Services on the Child Abuse Review Team.
- Conducts periodic training sessions for Agency staff in child welfare matters, including such areas as legislative amendments, presentation of evidence and the effective utilization of court related forms.
- Keeps abreast of changes in legislation, procedure or case law related to children and family law.
- Prepares and revises child welfare related forms, ensuring adherence with legislative requirements.
- Provides legal advice to the Executive Director as requested on general day-to-day issues/challenges that may affect the Agency.
- Prepares and drafts legal documents such as contracts, releases and affidavits.

- Liaises on an ongoing basis with the Ministry of Children and Youth Services, Ministry of Community and Social Services, the Official Guardian, the Ministry of the Attorney General, the Judiciary, the Ontario Association of Children's Aid Societies, Association of Native Child and Family Services Agencies of Ontario, and the court service personnel of other societies for the purpose of clarifying existing child welfare legislation and/or policy.
- Represent Dnaagdawenmag Binnoojiiyag Child and Family Services on local committees, eg. family court services committee, annual inter-professional workshop committee as required.
- Assists adoption workers, where necessary, in the finalization of adoption applications and presents said application to the Ontario Court (Provincial Division) where required.
- Notarizes and commissions documents.
- Appears as guest speaker and panellist as requested by various groups.

#### **Education and Experience:**

- Bachelors Degree, LL.B. or Juris Doctor plus one year of articling and six months bar admission courses, combined with a minimum of two to three years experience in litigation and in Family Law with some exposure to Child Welfare Law.
- a minimum of 3 years' experience at a management level supervising staff.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential.

#### **Accountabilities:**

- The employee is required to provide their own vehicle for use on the job;
- Provide Dnaagdawenmag Binnoojiiyag with evidence of your valid Ontario Driver's License;
- Proof of liability insurance coverage for at least \$2,000,000.00 which must include coverage for the transportation of children;
- Your car should be equipped for the use of child car seats;
- Provide an acceptable CPIC with VPSS;
- Provide an acceptable Drivers Abstract.

#### **Work/Knowledge Requirements:**

- Sound knowledge of child welfare legislation and all other legislation relating to children, eg. Young Offenders Act, Children's Law Reform Act, and all regulations for the said legislation.
- Sound knowledge of the case law, i.e. judicial decisions regarding the above legislation.
- Good knowledge of court procedures and evidence including both the Canada and Ontario Evidence Act.
- Good working knowledge of the child welfare system and some knowledge of basic social work practice and theory.

- Good working knowledge of services and facilities available to and used by the Agency and its clients (eg. mental health services, treatment facilities, correctional system for young offenders).
- Management skills to manage Legal Services Department, including assignment of court cases and delegation of work to support staff, ensuring consistency in the provisions of legal services and ensuring necessary policies and procedures are in place and up-to-date.
- Supervisory skills to supervise and direct subordinate staff.

### **Working Conditions**

- The nature of the job requires flexibility in hours worked, especially during court trials. Longer than normal hours are required on a regular basis.

**Starting Salary: \$102,716.00 - \$115,976.00, depending on qualifications and experience.**

### **Closing Date:**

- **Open until filled;**
- **Only those selected for an interview will be contacted.**

### **Please Send:**

- Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca)). Please indicate preferred location in your application;
- Cover letter and Resume (include 3 work related references) to:

Human Resources, Recruitment Coordinator,  
Dnaagdawenmag Binnoojiiyag Child & Family Services,  
517 Hiawatha Line,  
Hiawatha First Nation, ON  
K9J 0E6  
Fax: 705-295-7137  
Email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)

### **Notes:**

1. Persons of First Nations, Metis and Inuit ancestry and members of Dnaagdawenmag Binnoojiiyag Child & Family Services First Nations are encouraged to apply.
2. For a full job description and any questions please email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca).