



## Nijjaansinaanik Child and Family Services

*Nijjaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.*

### 2 LEGAL CLERKS PERMANENT FULL-TIME

Reporting to the Lawyer Counsel, the Legal Clerk is responsible for providing a full and complete range of legal, administrative support services to Child Welfare Supervisors, Front Line Staff and the Legal Department

**Coordination of Legal Requirements:** Ensure completion of all required legal documentation.

- Ensure the draft document is in a form and language appropriate for filing with the court
- Assist front line workers in preparing affidavit evidence, warrants to apprehend, tele-warrants, designation of place of safety and affidavit of identifications by reviewing draft materials and/or meeting with workers
- Prepare draft applications, orders and motions for review by the Lawyer Counsel
- Develop a database/flagging system to notify Front Line Workers and Supervisors of upcoming court hearings and reporting requirements
- Secure court times as legislated within the Ontario court rules

**Administrative and Clerical Support:**

Provide administrative support to Agency Services staff at all levels of courts and tribunals.

- Monitor and manage the administrative workload within legal services utilizing databases and/or processes to accomplish tasks
- Perform clerical functions such as preparing correspondence, faxing, photocopying, scanning, filing, receiving visitors and scheduling conference calls
- Prepare, organize, schedule and document Legal In-House case conference meetings

#### **Qualifications**

##### **Minimum Education & Experience**

- Legal Assistant diploma or related diploma or degree
- Two (2) years' experience in a similar position, preference with experience in a First Nation social services agency

##### **Knowledge Requirements**

- Knowledge of Nijjaansinaanik Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Basic knowledge of the Child, Youth and Family Services Act
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of traditional practices, ceremonies and teachings

##### **Other Requirements**

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

##### **Work Site Location:**

- Parry Sound

Nijjaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources  
Nijjaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@nijjcs.com](mailto:careers@nijjcs.com) or fax to (705) 223-7439

**Application deadline is: These positions will remain posted until filled**

Preference will be given to applicants of Native ancestry, please self-identify.

We thank all those applicants for their interest, however, only those selected for an interview will be contacted.

For a more detailed job description, please contact

Human Resources at [careers@nijjcs.com](mailto:careers@nijjcs.com)

or call (705)923-8400.