



Niijaansinaanik Child and Family Services

Niijaansinaanik 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.

LAWYER COUNSEL PERMANENT FULL-TIME

PURPOSE OF THE POSITION:

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

RESPONSIBILITIES:

- Leads the Legal Services Department and supports the Legal Services Manager, 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, Youth 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 social workers and administration with respect to the Child, Youth and Family Services Act and other legislation affecting children/youth. On occasion may represent the Agency in court on Young Offenders Act cases.
- Represents Niijaansinaanik 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, youth 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 Niijaansinaanik Child and Family Services on local committees, i.e. 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 panelist as requested by various groups.
- Act in the capacity of resource person for lawyers and professionals in the community with respect to child welfare matters.
- Other related duties as may be assigned by the Executive Director

KNOWLEDGE AND SKILLS:

Education and Experience:

- Bachelor's 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.
- 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 "Sixties Scoop" upon them is essential

Work Prerequisites:

- Sound knowledge of child welfare legislation and all other legislation relating to children/youths, i.e. 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 legislations.
- Good knowledge of court procedures and evidence including both the Canada and Ontario Evidence Act.
- Management skills to manage Legal Services function 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.
- Supervisor skills to supervise and direct subordinate staff.
- Written communication skills to prepare correspondence, draft court documentation, and write legal opinions, draft contracts, etc.
- Excellent verbal and communication skills to clearly and effectively communicate and explain information to the social workers, clients, other lawyers, and to present arguments to the judge in a court setting.
- Negotiation and decision-making skills to negotiate settlements in court cases, to determine course of action during court hearings and to mediate between social work and legal professions.
- Research skills to research points of law, both in court proceedings and in providing day-to-day legal advice to the Agency.
- Organizational skills to effectively prepare and implement the presentation of a case in court.
- Training skills to train social work staff in child welfare matters and to participate in workshops and conferences in the community.
- Interpersonal skills to interact with different disciplines, frequently in a setting where there are conflicting interests (i.e. unwilling witnesses, irate parents, etc.).

JUDGEMENT:**General Statement:**

- Work is performed under the administrative direction of the Executive Director. However, there is significant freedom of decision-making on all legal matters. This position has sole responsibility and discretion for all legal interpretation and judgments as the chief legal counsel of the Agency.
- Access is available to other Children's Aid Society lawyers for discussion on legal problems and to legislation and case law for reference as required.

ACCOUNTABILITIES:**Program:**

- The incumbent is directly accountable for the development and implantation of effective legal services to the Agency; for developing and implementing procedures for court services and providing input into the legal ramifications of policies and procedures developed in all areas of the Agency's function. The incumbent is also accountable for developing and implementing a staff training program relative to court and legal services for the Agency.
- The employee is required to acquaint themselves with all laws, rules, regulations, policies and procedures, which impact on their specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner, which afford them consistent and meaningful effect.

Financial and Material:

- May authorize expenditures relating to court proceedings including such items as transcripts of court proceedings, payment of witness fees, court ordered assessment costs, etc.
- The incumbent is also responsible for maintaining the law library within the Agency and determining what publications should be purchased.

Personnel:

- Directs support staff with respect to all work performed for the Legal Services Department.

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

Salary Range:

- \$101,774.00 - \$110,888.00, depending on qualifications and experience.

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:

- To be determined

Nijaansinaanik 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
Nijaansinaanik Child and Family Services
940A Main Street, Dokis First Nation, ON P0M 2N1
Email to: careers@nijcfs.com or fax to (705) 223-7439

Application deadline is:

This position 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@nijcfs.com

or call (705)857-0442.