Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

**Disclosure Clerk/ Legal Assistant**

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<thead>
<tr>
<th>Classification:</th>
<th>Regular Fulltime</th>
<th>Rate:</th>
<th>$38,470 - $72,251</th>
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<tbody>
<tr>
<td>Hours:</td>
<td>35 hrs/wk.</td>
<td>Location:</td>
<td>30 College St.</td>
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NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

**Position Summary**

Under the direction of the Supervisor, Legal Services, the Disclosure Clerk. Legal Assistant is primarily responsible to respond to and process requests for record checks, access to records, and disclosure of information in accordance with Native Child policies and procedures and Part X of the Child, Youth and Family Services Act.

In addition, this position will act as a back up to the Legal Assistant, and provide administrative support to Native Child’s in-house legal department.

**Major responsibilities**

1. Respond to requests for record checks and disclosure:
   a. Thorough search of Native Child’s Frontline database, old/new/hard files as necessary.
   b. In accordance with the Native Child policy regarding disclosure, obtaining all necessary files; returning files in good order to the relevant team’s administrative assistant.
   c. Photocopying and vetting the files: removing documents that are subject to solicitor-client privilege, 3rd party records, sensitive information which could create risk of physical or emotional harm, etc.
   d. Responding by email or in writing, within statutory timelines, and in a manner consistent with privacy guidelines. (Encryption/password protected etc.)
   e. Liaising with other child welfare agencies.
   f. Completing disclosure recordings in Frontline and then forwarding to Legal Services supervisor for approval.

2. Assisting the legal administrative assistant with administrative duties in the legal department, including but not limited to:
   a. Preparation and maintenance of files.
   b. Preparation of Continuing Records.
   c. Service of court documents and preparing affidavits of service.
   d. Filing documents at Court; liaising with court staff as necessary.
   e. Processing of court orders.
   f. Updating Frontline with information from court dictation forms.
   g. Providing coverage when legal administrative assistant is away.

3. other duties as assigned
What we are looking for

- A post-secondary degree/diploma in a legal assistant or law clerk program with 1 to 2 years’ experience in a child protection environment or the equivalent combination of education and experience.
- Computer literacy and sound working knowledge of systems used at Native Child; including Microsoft Office, Outlook, Excel, Divorcemate, Frontline.
- General office and secretarial practices.
- Working knowledge of the Child, Youth and Family Services Act, in particular, Part X privacy provisions.
- Knowledge of legal process related to child protection, family law and litigation.
- Knowledge of Aboriginal culture(s) and urban Aboriginal issues.
- Excellent organizational skills with a high attention to detail.
- Demonstrated ability to prioritize and to take initiative.
- Good communication skills (oral and written), professional telephone manner.
- Good interpersonal skills and ability to liaise with staff at all levels, outside counsel etc.
- Recognition of the need for discretion and confidentiality in carrying out all tasks.
- Ability to work independently, quickly and accurately.
- Ability to work collaboratively as part of the legal team and as part of the Native Child administrative team.
- Pass a Vulnerable Sector Police Record Check.
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee’s responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

If you are interested in this job opportunity, please apply by email on or before June 2, 2020 hrncfst@nativechild.org quoting reference number #20-05-08

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

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