

Job Information

Job Title	Supervisor of Legal Support Services
Location	Brockville (Will be required to travel to Perth/Smiths Falls)
Reports to	Director of Service
Term	Full-time, One Year Contract
Estimated Start Date	As soon as possible
Estimated End Date	On or before 12 months
Salary Band	5 (non-union) \$67,269 - \$80,080
Type of Position	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Other: Contract
Posting Date: April 15, 2021	Closing Date: April 29, 2021 at 4:30pm

All interested applicants should forward a current resume and covering letter to HR at; hr@fcsllg.ca quoting competition; COMP 2021-11.

We thank all applicants for their interest in Family & Children's Services of Lanark, Leeds & Grenville but we will only contact those selected for an interview.

Family and Children's Services of Lanark, Leeds and Grenville is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital/family status, sexual orientation, gender identity, aboriginal status, age or disability.

Family and Children's Services of Lanark, Leeds and Grenville is committed to providing a barrier free workplace. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Job Summary

The Supervisor of Legal Support Services guides and manages the delivery of child protection legal services in alignment with the vision, mission, values, and overall strategic objectives of the Agency. The Supervisor of Legal Support Services reports to the Director of Service and serves as a leader for FCSLLG.

Key Tasks and Responsibilities

Functional Duties

- Provides direct supervision to legal assistants
- Manages job performance issues of legal administrative support staff.
- Assesses, reviews and reassigns workload and assignments as required of legal administrative support staff.
- Participate and/or provide leadership to team meetings, staff meetings, training sessions.
- Ensures adequate administrative coverage within the department and in cooperation with other departments.
- Develop, implement, measure, evaluate procedures, programs, practices, guidelines, work routines.
- Implement, monitor, and evaluate an annual service and financial plan in alignment with the corporation's strategic direction.
- Identify, monitor, report on, and develop plans to mitigate risk.

- Reviews file disclosure records completed by legal administrative support staff.
- Develops and implements learning tools and facilitates cross training for legal administrative support staff.
- Ensures a current and accurate job description for the legal administrative support staff.
- Understand and ensure compliance with the corporation policies, procedures, programs, practices, guidelines, and work routines.
- Act as a liaison with community and provincial organizations as required
- Be aware of roles and responsibilities under the Ontario Occupational Health and Safety Act, Regulations, and the corporation's health and safety policies and leads and performs duties in a manner that ensures safety at all times.
- Maintains current departmental data and statistics.
- Identifies departmental operational requirements.
- Ensures current knowledge of the Collective Agreement and serves as a liaison to ensure its proper application.
- Ensure proper and timely legal documentation is served and filed in accordance with the Family Law Rules and judicial directives.
- Coordinates process server requests as required.
- Ensures proper and timely recordings in CPIN.
- Creates and maintains current legal templates accessible to the department and works in collaboration with the department to ensure continuous development and improvement.
- Ensures current knowledge of a number of word processing functions including but not limited to CPIN, DivorceMate, Microsoft office suite.
- Undertake all other assigned duties as required

Relationship Duties

Demonstrate and effectively mentor/lead:

- Behaviours, actions and attitudes that are consistent with FCSLLG's vision, mission and values
- Respectful and accountable working relationships with key stakeholders, internal and external to FCSLLG
- Effective and professional behaviour that will create an environment to achieve organizational outcomes
- The ability to work within a constantly changing environment

Team Building/Interpersonal Duties

Demonstrate and effectively lead/mentor:

- Professional, respectful, collaborative working relationships
- Active participation and engagement in continuous learning activities
- Professional standards of communications with all internal and external contacts

Core Competencies

Background/Education/Experience

- Education: Post-secondary diploma, Paralegal
- Minimum 5 years' experience in Family Law, Children's Law, and in the Superior Court of Justice
- Previous supervisory experience in an administrative support function.
- Direct experience supporting senior level managers preferred
- Satisfactory Police Records Check
- Valid Driver's License and access to a reliable motor vehicle with business class liability insurance



Skills and Attributes

- In-depth knowledge of child protection and assigned functional skills, including Child and Family Services Act, Ministry standards and directives and all related legislation relevant to the scope of the assigned functional requirement for this position
- Thorough knowledge of the CFSA, Family Court Rules, Rules of Evidence, and all related legislations
- Strong understanding and alignment of behaviours in support of the corporation's mission, vision, core values, and beliefs
- Knowledge and demonstrated ability to model and lead compliance with policy, procedures, programs, practices, guidelines, and work routines
- Demonstration of leadership skills in managing the changes and challenges inherent in the work and fostering an environment of learning and development
- Strong ability to collaborate and maintain positive partnerships with all relevant key stakeholders aimed at building strong, sustainable relationships and supporting constructive and creating problem resolution
- Demonstrate strong written and oral communication skills
- Computer aptitude and proficiency
- Demonstrated analytical analysis skills, with attention to fine detail
- Demonstrated organizational and time management skills with the ability to meet tight deadlines
- Ability to manage system changes and work independently with a high level of initiative and self-direction
- Demonstrated ability to maintain a high standard of privacy and confidentiality in the performance of duties
- Ability to create, monitor and meet performance and financial objectives

Efforts and Working Conditions

- Work is primarily performed at a desk in a normal office environment
- Occasional meetings with colleagues and other professionals outside of the office
- Regular trips to the courthouse.
- Long periods of sitting and computer/phone use with moderate visual demands such as reading
- Fast-paced, high-volume and demanding environment requiring multi-tasking
- May be exposed to potentially hazardous environments including driving conditions, volatile situations and risks associated with a standard office
- Can work non-routine hours