



POSITION TITLE:	LEGAL ASSISTANT
DEPARTMENT:	LEGAL SERVICES
REPORTS TO:	IN-HOUSE LEGAL COUNSEL
CLASSIFICATION:	FULL TIME PERMANENT
LOCATION:	WHITBY, ON
POSTING DATE:	APRIL 16 TH , 2021
CLOSING DATE:	MAY 10 TH , 2021

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

PURPOSE OF THE POSITION

Reporting to the Agency Counsel, the Legal Assistant is responsible for providing administrative and clerical support to the Legal Services Department, including the preparation of all documents and materials to be presented as part of a court application under the Child, Youth and Family Services Act. The incumbent works within the guidelines and procedures established by the department and contributes to the overall work of the Legal Services Department.

RESPONSIBILITIES

Administrative:

- Prepare, edit, format, and process documents, including Affidavits of Service, Protection and Status Review Applications, Notices of Hearing, Agreed Statements of Facts, Plans of Care, Child Welfare Warrants, Summonses, and any other court related documentation
- Assist Agency staff with legal documentation, as required and requested
- Attend legal consults with Agency Counsel as required
- Attend Court with Agency Counsel as required
- Assist in notifying Agency staff in advance of court dates
- Schedule legal conferences as needed prior to next court appearances
- Obtain transcripts from court as required
- Commission documents as required
- Coordinate filing within department for various activities including, but not limited to:
 - Prepare files for court appearances, including opening files, organizing all material in the appropriate format within the file, and ensuring that file information is current
 - File all material for each court appearance in advance of the appearance, in accordance with the Family Law Rules and any applicable electronic filing



- requirements
- Filing material includes issuing and filing pleadings, faxing court confirmations, updating all continuing records, updating the Table of Contents, and forwarding a copy of the updated Table of Contents to all parties
- Prepare, coordinate, and distribute various documents and forms within the legal department, including, but not limited to:
 - All necessary documentation, such as letters, memos, pleadings, applications, motions, plans of care and orders
 - Serve and file documentation
 - Processing of legal documents as requested by the Executive Director or assigned counsel or Legal Services Manager
 - Serving Court Orders on those entitled under the Rules to receive them
 - Ensuring delivery of all required documents as per First Nation protocols
 - Subsequent to a court appearance, ensuring that copies of all necessary endorsements are obtained, filing any necessary outstanding material, and obtaining photocopies of filed original consents as required and uploading documents onto CPIN
 - Obtaining certified copies of final orders
 - Ensuring adjournment dates are diarized, distributing court appearance reports to the appropriate Agency staff and supervisors, and filing copy in legal file
 - Assist counsel in preparing for trial, including preparation of all pre-trial notices, Trial Records, Trial Management Conference Briefs, Expert Report Briefs, Case Briefs and Document Exhibit Books and scheduling of witnesses
- Responds to internal and external inquiries
- Sorts and distributes legal documents including mail, faxes and inter-office mail
- Provides administrative support such as photocopying, faxing, and distributing materials
- Maintains a docket/tickler system for all cases, which come before the court, advising appropriate staff of court dates, requirements etc. and distribute copies of court decisions
- Arranges, where necessary, for outside process servers for service of documents
- Arranges for fax, courier or other delivery of legal documentation as required
- Files all necessary case information according to Agency and legislative requirements
- Prepares all closed legal files for storage/microfilming in collaboration with the Records Information Department
- Perform other clerical duties as assigned

POSITION REQUIREMENTS

Education and Experience Requirements:

- A Legal Assistant or Office Administration Diploma or related education from an accredited community college **or**; High School Diploma with emphasis on administrative courses combined with two to three years related office experience



- Demonstrated ability to co-ordinate matters in the legal system that relate to lawyers, Agency staff and members of the public involved in the court system
- 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

Knowledge Requirements:

- Knowledge of court rules and the relevant legislation and expectations of the court office and understanding of child protection clinical practice
- Technical expertise in legal research and law clerk matters would be an asset
- Previous experience in the child protection legal field with proven skills in drafting of child protection legal documents would be an asset

Ability Requirements:

- Demonstrated ability to work from a solutions-focused, strengths-based perspective.
- Demonstrated proficiency in office procedures, the use of office equipment and various computer applications
- Good grammatical and spelling skills
- Good organization, interpersonal and communication skills
- Able to work well independently, multi-task and prioritize
- Ability to work outside regular business hours as required
- An ability to manage and organize a large volume of files

Mandatory Requirements:

- Must be willing to work flexible hours including weekends, evenings and holidays as required
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS)
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00

ACCOUNTABILITIES

The employee is required to have a good working knowledge of all laws, rules, regulations, policies, and procedures, as well as the Regional Protocol which impact on the employee's specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which provides quality services to children, youth, families, and communities.

WORKING CONDITIONS

- You will be provided a working location within your region by the Organization
- Travel within the catchment area will be required



Dnaagdawenmag Binnoojiiyag
Child & Family Services

EMPLOYMENT OPPORTUNITY

SALARY RANGE

- \$ 58,465.73 - \$ 70,454.34, depending on qualifications and experience

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations
 - Resume (include 3 work related references)
- Incomplete Applications will not be considered
- Only those selected will be contacted for an interview
- Persons of First Nations, Inuit and Métis ancestry and member of Dnaagdawenmag Binnoojiiyag First Nations are encouraged to apply, those wishing to self-identify may include this on the application form