



## Career Opportunity - Management Category

### CHIEF COUNSEL MANAGEMENT (22-002)

Management Job Class

Permanent – Full Time

Salary: \$130,297.37 - \$162,393.80

#### Purpose of this position:

To act as Legal Advisor to the Board and Senior Management of the Society, consulting on all matters related to the execution of the mandate of the Society under the Child and Family Services Act. To represent the Society as Chief Counsel on complex trials and appeals and applications for judicial review. To provide leadership within the Legal Department inclusive of supervising a team of lawyers, Records Staff and Disclosure Services.

#### Duties Include:

Reporting to the Director of Service, Child and Family Services, the incumbent is responsible for:

1. The provision of consultation and advice on all legal and policy matters relating to child welfare and court presentations to the Executive Director, Director of Service, Senior Management, legal services and other lawyers and professionals.
2. The preparation and presentation of a caseload of complex trials including cases with media, high risk and significant legal implications, appeals, applications for judicial review or contested proceedings in Family Court.
3. The provision of ongoing consultation with other Legal Counsel in the Department; participating in case planning and conferences of complex cases; assessing performance of legal staff.
4. Liaison with the Ministry of Children, Community and Social Services, the Ministry of the Attorney General, the Ontario Association of Children's Aid Societies, the judiciary and other legal services as the Society's Chief Counsel.
5. The review, analysis and implementation of proposed Legislation and Regulations, legal decisions and other government policy statements which effect the operational capacity of the Society.
6. Representing the Society on committees such as the Bench and Bar Committee, Local Child Representative Committee, Central Internal Child Abuse Committees and other internal/external committees as requested.
7. Ensuring quality assurance processes are implemented to achieve positive outcomes for children, youth and families served.
8. Working in a safe manner in accordance with the Society's Health and Safety Policies and procedures and all relevant legislation.
9. The provision of Supervision and Legal Advice to the Disclosure Department where required in the performance of the Society's Disclosure obligations.
10. Manage the Legal Services team by providing direction, leadership and performance objectives and complete all administrative tasks as required such as, budgets, and performance management assessments.
11. Hires, trains, and directly evaluates the performance of team members.
12. Ensures the Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc. are followed and applied by self and team.
13. Participate in the strategic development and implementation of an organizational strategy that supports values of inclusion, collaboration and empowerment while



identifying practices that support, encourage and foster diversity in recruitment, policy development, and practices. Researching case law to ensure an up to date understanding of diverse statutes affecting child welfare service, and a broad working knowledge of legislation, principles and practices governing the context and practice of child welfare.

14. Is up to date regarding current computer operations and programs such as the Microsoft Office Suite (Excel, Word, and PowerPoint), Outlook, CPIN, Oracle, Microsoft Teams, and Zoom.

## **COMPENSABLE FACTORS:**

### **ACCOUNTABILITY:**

This position is accountable for the management of the Society's Legal, Disclosure and Records Services and the provision of leadership to a team of lawyers and department staffing in matters relating to child welfare. This encompasses the over-all management of the department's budget, as well as, human resources' functions. The incumbent ensures that the Executive Director, Director of Service, Senior Management, and the Board are apprised of any government legislation, regulation, policy statements, precedent setting court decisions which could affect the way services are provided to children and their families.

Through Supervising Senior Counsel the incumbent ensures that expertise and sound legal advice are always available to legal staff in managing high risk cases and matters, and any high-profile situation involving the media. The complexity of the position requires an incumbent that is highly conversant with the diverse and complex case laws, statutes and policies and procedures in order to formulate sound recommendations and effective court presentations. The incumbent is also accountable for the development as well as presentation of training in legal matters as they relate specifically to the mandate of the Child Youth and Family Services Act. The incumbent is accountable for ensuring that work is carried out in a safe and healthy environment and manner.

### **DECISION MAKING:**

The incumbent works with a high degree of autonomy receiving general direction only from the Director of Services. The incumbent ensures that the scope of decision making is within the framework of the Child Youth and Family Services Act, the Youth Criminal Justice Act, Ministry Standards and Regulations, and the Agency's policies and procedures.

### **IMPACT:**

Decisions taken by the Chief Counsel impact on the manner by which the Agency operates its legal mandate under the Child Youth and Family Services Act. Expertise and advice given to legal staff could affect the outcome of decisions and the credibility of the Society. As the incumbent represents the Society in high profile cases attracting media attention, the incumbent's decisions impact the reputation of the Agency as well as its credibility with the Board of Directors, Ministry of Children Community and Social Services and the Community at large.

### **Qualifications Require:**

The position requires that the incumbent has a Bachelor of Law degree (LL.B) or juris doctor (J.D.) degree, is a member of good standing with the Law Society of Ontario and with extensive litigation experience preferably in child welfare or family law. Also required is a sound knowledge and thorough understanding of the Child Youth and Family Services Act, the Rules of Practice, the Youth Criminal Justice Act, other relevant legislation and regulations. A sound knowledge and demonstrated experiences in leadership and management theory and practice, including human resources and financial administration. The incumbent also demonstrates highly developed analytical and decision-making skills which consider the most effective service delivery and ensure the best interest of the

children, youth and families.

**Assets:**

- Individuals who have knowledge and experience working with people from multiple cultural and racial backgrounds are strongly encouraged to apply
- Fluency in French
- Ability to provide service in a second language
- Familiarity with Child Welfare;
- Familiarity working with diverse communities;

Kindly submit cover letter and resume no later than:

Closing date: January 27, 2022 at 11:59PM

Salary: \$130,297.37 - \$162,393.80

[Click here to apply.](#)

*We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.*

*CCAS is committed to a selection process that values equity, diversity, and inclusion and also reflects the community serves.*

**Anti-Oppression/Anti-Racism at CCAS**

*CCAS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

**Accommodation at CCAS**

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-395-1500. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*