



**OGWADENI:DEO LEGAL COUNSEL OGD-22-017**  
**OGWADENI:DEO**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **September 28, 2022** for the Ogwadeni:deeo Legal Counsel with Ogwadeni:deeo. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:**

Legal Counsel is responsible for providing comprehensive legal consultation, representation and training for O Gwadeni:deeo Commission Members, Management and staff in all matters related to the execution of its designation under the Child and Family Services Act as set out more specifically in the O Gwadeni:deeo operating policies, procedures and standards accepted by Ontario (including any negotiated exemptions from the Act and/or Regulations) and for any other related duties that may be assigned by the Director.

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|----------------------|---------------------|
| <b>Type</b>          | Full Time           |
| <b>Closing Date</b>  | September 28, 2022  |
| <b>Term:</b>         | Permanent           |
| <b>Hours of Work</b> | 37.5 hours per week |
| <b>Wage</b>          | TBD                 |

**BASIC QUALIFICATIONS:**

- must have a Bachelor of Law Degree and be a member in good standing of the Law Society of Upper Canada.
- must have a minimum of 2 years experience representing children, parents or a Child and Family Services Organization in CFSA or Family Law proceedings.
- must pass a criminal reference check.
- must have a valid class 'G' driver's license.
- must be willing to work flexible hours.
- will be native in preference to other applicants.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: OGWADENI:DEO IN PERSON DROP OFF – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Ogwadeni:deeo Legal Counsel OGD-22-017**  
c/o Reception Desk  
2469 Fourth Avenue  
Ohsweken, Ontario N0A 1M0  
**Business Hours Monday to Friday 8:30 am to 4:30 pm**

**Method #2: EMAIL SUBMISSION**

1. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.



- b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
2. Please email application package to **David Walpole**, Human Resources Coordinator at [oghrc@sixnations.ca](mailto:oghrc@sixnations.ca)
  - a. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance please reach out to **David Walpole**, Human Resources Coordinator at 519-445-1834 ext 4554 or via email at [oghrc@sixnations.ca](mailto:oghrc@sixnations.ca).

**Method #3: Online**

4. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
5. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
6. If you have any questions or need assistance please reach out to David Walpole, Human Resources Coordinator at 519-445-1834 ext 4554 or via email at [oghrc@sixnations.ca](mailto:oghrc@sixnations.ca).

**Method #4: GREAT – Applications must include all of the following:**

6. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
7. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
8. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
9. Photocopy of your education diploma/degree/certificate and transcript.
10. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Ogwa:de:de Legal Counsel OGD-22-017**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0



# Legal Counsel

## REPORTING RELATIONSHIP

Legal Counsel reports to and works under the direction of the O Gwadeni:deo Director or designate.

## PURPOSE AND SCOPE OF THE POSITION

Legal Counsel is responsible for providing comprehensive legal consultation, representation and training for O Gwadeni:deo Commission Members, Management and staff in all matters related to the execution of its designation under the Child and Family Services Act as set out more specifically in the O Gwadeni:deo operating policies, procedures and standards accepted by Ontario (including any negotiated exemptions from the Act and/or Regulations) and for any other related duties that may be assigned by the Director.

## DUTIES AND RESPONSIBILITIES

### 1. Technical

- i. Provides legal advice, services and training to O Gwadeni:deo Commission Members, Management and Staff on the interpretation and application of the CFSA and other legislation pertaining to child welfare or family law.
- ii. Acts as a legal resource to Team Leaders and Team Staff providing legal consultation and advice in a collaborative manner supporting positive and culturally appropriate outcomes for children, youth and their families.
- iii. Represents O Gwadeni:deo in all levels of the courts and tribunals in relation to Child and Family Services Act, Children's Law Reform Act, Family Law Act and other statutes in both contested and uncontested matters including adjournments, contested motions, motions for summary judgment, hearings, conferences, motions for disclosure and trials, appeals and adoption.
- iv. Negotiates settlements where possible.
- v. Represents O Gwadeni:deo with respect to any litigation involving disclosure of agency records.
- vi. Represents O Gwadeni:deo in Child Abuse Register expunction hearings.
- vii. Represents O Gwadeni:deo in all matters before the Child and Family Services Review Board, including complaint reviews.
- viii. Assists the Workers as required in their preparation to appear on family law and related criminal matters.
- ix. Provides liaison with outside agency lawyers with respect to court applications.
- x. Liaises with parents and/or counsel representing the parents and children's counsel or the Crown as the case may be.

### 2. Administration

- i. Prepares cases for presentation in court by coordinating the gathering of all



information and evidence, drafting and/or reviewing pleadings, affidavits, briefs, orders and other documents for filing with the court and for preparing witnesses.

- ii. Prepares and documents all legal issues, processes and case activities/dispositions in accordance with established procedures.
- iii. Provides assistance, where required, in the preparation of legal notice and documentation of court related matters.
- iv. Prepares minutes of settlement and settlement and settlement/court conference briefs.
- v. Provides legal advice with respect to the wording of protocols developed with other community-based programs and/or external service providers.
- vi. Supervises the legal services assistant.

### **3. Finance**

- i. Provides legal advice with respect to the terms and conditions of funding agreements pertaining to O Gwadeni:deo's delivery of child and family services - with Ontario and/or Canada, with other community-based programs and external agencies from which services are purchased, with persons and families providing alternative care, etc.

### **4. Communications**

- i. Develops and maintains collaborative working relationships at all levels of the organization in order to build trust and confidence in the services provided.
- ii. Establishes positive working relationships with key stakeholders, internal and external to O Gwadeni:deo such as agency staff, judges and employees of the Ontario Courts, Public Health and medical professionals and other collateral, community resources and organizations in the community.

### **5. Other Related Duties**

- i. Ensures the effective implementation of other duties as determined by the Director, including:
  - Prepares and presents training programs to Ogwadeni:deo staff, alternative care providers and others as applicable regarding pertinent aspects of the CFSA or related legislation.
  - Participates on internal and/or external committees as appropriate and required by the Director.

### **Working Conditions**

- This position, since it deals directly with disputes that are taken to Family Court and requires the provision of legal advice in crisis or emergency situations involves considerable mental and emotional stress.



- Occasional exposure to angry, hostile or unstable clientele
- Regular after-hours consulting or crisis related matters and some emergency assignments that are disruptive to normal scheduling
- Regular driving assignments
- Some overnight travel is required

## **Working Relationships**

With the O Gwadeni:deo Director and Commission

Takes direction from and works closely with the Director on a day-to-day basis in supporting the Director in fulfilling his/her obligations to the Commission, the Six Nations Community and Haudenosaunee and other Ongwehonwe families resident off reserve in the negotiated jurisdiction.

With Other Six Nations Directors, Program Managers and staff

Provides information and assistance, and works in a cooperative and courteous manner in support of the Director in ensuring that O Gwadeni:deo can perform its role as a service partner both effectively and efficiently in terms of its legal obligations.

With The Community

Acts as a role model and represents and promotes the O Gwadeni:deo Program in a courteous, cooperative and professional manner.

## **Impact of Error**

Errors in carrying out the responsibilities of the position could result in:

- Loss of credibility, trust and public confidence in the O Gwadeni:deo Program,
- Harm or injury to employees or children/youth and their families,
- Legal and/or financial liabilities,
- Loss of protection designation and program funding,

## **Control**

As Legal Counsel, s/he provides day-to-day direction and support to the other Managers and Coordinators under the supervision of the O Gwadeni:deo Director and within the requirements of O Gwadeni:deo policies, procedures and standards approved by the O Gwadeni:deo Commission; but, periodically, in the absence of the Director, may have the delegated responsibility to make decisions that are within the authority of the Director.

## **QUALIFICATIONS**

### **Basic/Mandatory Requirements**

The successful applicant:

- must have a Bachelor of Law Degree and be a member in good standing of the Law Society of Upper Canada.
- must have a minimum of 2 years experience representing children, parents or a Child and Family Services Organization in CFSA or Family Law proceedings.
- must pass a criminal reference check.



- must have a valid class 'G' driver's license.
- must be willing to work flexible hours.
- will be native in preference to other applicants.

### **Knowledge Requirements**

The successful applicant:

- must be knowledgeable respecting Six Nations' cultures and the cultures of families of other First Nations who reside in the designated service delivery area;
- must have full knowledge of the legislation, regulations and standards governing the delivery of child welfare services including the Child and Family Services Act, Family Law Rules, Rules of Evidence, Ontario Courts of Justice Act, regulations and related statutes.
- must be familiar with traditional methods of dispute resolution.
- must have a thorough knowledge of case preparation, presentation and litigation techniques and alternative dispute resolution strategies.
- must be thoroughly familiar with O Gwadeni:deo framework and operational policies and procedures.
- must have a basic knowledge of the use of information systems.

### **Ability Requirements**

The successful applicant(s) will demonstrate ability to:

- relate effectively to O Gwadeni:deo Commission Members, Managers and Staff as a diplomatic and flexible team player.
- work effectively with the management and staff of the courts, of other programs/agencies and of provincial/federal officials;
- organize, plan, prioritize and multi-task and be accountable for her/his own actions and decisions within the scope of the position - referring issues/problems/events to the manager as required.
- analyze information, problem-solve and make solid recommendations.
- deal with highly sensitive and personal information in a confidential manner
- make decisions of sound judgment and provide legal advice, often in crisis or emergency situations.
- communicate effectively in writing and verbally to all levels of the organization.
- act with integrity and compassion