



BRUCE GREY CHILD & FAMILY SERVICES

LEGAL COUNSEL

POSTING #:	2023-28
EMPLOYEE GROUP:	Non-Union, Permanent, Full-time
# OF POSITIONS:	1 position
DEPARTMENT:	Legal Services
REPORTS TO:	Sr. Legal Counsel
LOCATION:	Walkerton
SALARY:	Classification 9 (\$88,747 - \$108,958)
HOURS PER WEEK:	35 hours/week
DATE POSTED:	August 30, 2023
CLOSING DATE:	September 29, 2023
POSTING TYPE:	Internal & External

Please submit your application quoting posting number above to Human Resources at hr@bgcfs.ca.

Benefits include but not limited to extended health and dental coverage, OMERS pension and starting at 4-week vacation.

Proof of COVID-19 Vaccination is not a pre-requirement of employment at this time; however, it is recommended. Should Public Health requirements change in the future all employees would be required to provide proof of vaccination.

PURPOSE STATEMENT

Reporting to the Senior Legal Counsel, the Legal Counsel is responsible for providing comprehensive legal consultation, representation and training for Bruce Grey Child and Family Services (BGCFS) and its staff in all matters related to the execution of its mandate under the Child, Youth and Family Services Act (CYFSA).

The work of BGCFS is considered essential. The organization has policies, procedures, and practices in place to ensure a response to urgent child protection matters at all times.

MAIN DUTIES & RESPONSIBILITIES

Court Related Activities

- Prepares cases for presentation in court by coordinating the gathering of all information and evidence, drafting and/or reviewing pleadings, affidavits, briefs, and other documents for filing with the court and preparing witnesses
- Represents the BGCFS in all levels of the courts and tribunals in relation to CYFSA, 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
- Prepares and documents all legal issues, processes, and case activities/ dispositions
- Negotiates settlements where possible

- Represents the agency with respect to any litigation involving disclosure of agency records
- Represents the BGCFS in Child Abuse Register expunction hearings
- Ensures documentation of all legal issues, processes, and case activities in accordance with established procedures
- Provides assistance, where required, in the preparation of legal notice and documentation of court related matters
- Assists the Child Protection Workers as required in their preparation to appear on criminal matters and on family law related matters
- Liaises with other outside agency lawyers with respect to court applications
- Liaises with parents and/or counsel representing the parents and children's counsel or the Crown as the case may be

Legal Consultation

- Provides legal advice and services to BGCFS staff on the interpretation and application of the CYFSA and other legislation pertaining to child welfare or family law
- Provides legal consultation with staff regarding case planning, abuse registration, adoption issues, etc.
- Participates in case conferencing, decision making forums and advises where appropriate on case management issues

Relationship Management

- Demonstrates behaviours, actions and attitudes that are consistent with BGCFS's vision, mission, and values
- Develops and maintains collaborative relationships at all levels of the agency in order to build trust and confidence in the services provided
- Establishes positive relationships with key stakeholders, internal and external to the BGCFS such as agency staff, judges and employees of the Ontario Courts, Public Health, medical professionals, the OACAS and OCCAS and other collateral, community resources and organizations in the community
- Provides liaison with community counsel contracted to offer assistance with trials and back up agency counsel
- Share's information according to privacy and/or confidentiality guidelines
- Ensures appropriate communication with appropriate manager at appropriate time
- Respects ethnic, spiritual, linguistic, familial, and cultural differences

Team Building

- Develops professional working relationships with team members
- Works respectfully, positively, and collaboratively within a team environment sharing experiences and lessons learned
- Actively participates and engages in team and staff meetings training sessions and other meetings/sessions as required
- Supports the team and works with team members to ensure department needs are met including absence coverage

Other Related Activities

- Prepares and presents training programs for BGCFS staff, foster parents, and others as applicable regarding pertinent aspects of the CYFSA or other legislation related to BGCFS business
- Knows and adheres to all applicable BGCFS policies, procedures, and relevant administrative practices
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes

- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary
- Implements new procedures and controls deemed necessary by management
- Assists in the training and orientation of peers
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations
- Participates on internal and/or external committees as required
- Participates in special projects and performs other duties as required

KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES

Qualifications

- Bachelor of Laws Degree and membership in good standing of the Law Society of Upper Canada
- 1-2 years of experience representing children, parents, or a Children's Aid Society in CYFSA or Family Law proceedings preferred
- Excellent knowledge of case preparation, presentation and litigation techniques and alternative dispute resolution strategies
- Advanced knowledge of legislation governing child welfare including CYFSA, Family Law Rules, Rules of Evidence, Ontario Courts of Justice Act, regulations, and related statutes
- Basic knowledge of relevant CAS/industry computer applications such as CPIN
- Knowledge and experience in the application of related legal theory and practice

General Skills and Attributes

- Ability to use MS Office and Outlook applications such as Word and email
- Excellent written, oral communication and interpersonal skills providing constructive, meaningful, and timely interaction with all levels of staff
- Solid ability to think analytically with attention to detail in the presence of frequent interruptions
- Excellent ability to make decisions of sound judgment and provide legal advice, often in crisis or emergency situations
- Solid understanding and commitment to quality service and best practice
- Highly detail-oriented
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/events to the manager as required
- Flexible, adaptable, and responsive to change
- Ability to deal with highly sensitive and personal information in a confidential manner
- Advanced ability to analyze information, problem-solve and make solid recommendations
- Self-directed with an excellent ability to organize, plan, prioritize and multi-task
- Acts with integrity, trustworthiness, humility, transparency, and compassion
- Demonstrated critical thinking
- Excellent ability to work with and meet tight, critical timelines

EFFORTS & WORKING CONDITIONS

- Work is primarily performed at a desk in a normal office environment with regular meetings with children, families, and other professionals
- Intermediate periods of sitting and computer/phone use
- The incumbent has the freedom to move about or change position at will, except in crisis situation
- Multi-tasks within a fast-paced, high-volume, and demanding environment
- Absorbs and interprets information from multiple parties on a regular basis

- Required to listen to and reconcile multiple points of view being discussed/presented
- Frequent interruptions often dealing with critical issues
- Frequent travel within the BGCFS region
- Occasional travel to the three BGCFS office sites
- May be exposed to potentially hazardous environments including driving conditions, volatile situations, and visits to client's homes.
- Occasional lifting of children or heavy objects may be required

DISCLAIMER

The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

BGCFS COMMITMENTS

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

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 hr@bgcfs.ca. 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.