

Job Description

POSITION:	Law Clerk
ACCOUNTABILITY:	Supervisor of Legal Services
CLASSIFICATION:	Full-time
DATE APPROVED:	February 15, 2023

JOB PURPOSE

The Law Clerk is responsible for providing a full and complete range of legal, administrative support services to Child Welfare Supervisors, Front Line Staff and the Legal Department. The Law Clerk functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Coordination of Legal Requirements:

Ensure completion of all required legal documentation.

- Review draft materials with Front Line Workers and Supervisors;
- Ensure the draft document is in a form and language appropriate for filing with the court;
- Assist front line workers in preparing affidavit evidence, warrants to apprehend, tele-warrants, designation of place of safety and affidavit of identifications;
- Prepare draft applications, orders and motions for review by the Supervisor of Legal Services, Manager of Legal Services and In-House Legal Counsel;
- Develop a database/flagging system to notify Front Line Workers and Supervisors of upcoming court hearings and reporting requirements;
- Secure court times as legislated within the Ontario court rules;
- Maintain and organize all Agency legal files and continuing records in preparation for upcoming court hearings;
- Ensure all required notices, applications, affidavits and procedural motions are completed and ready for filing with the courts;
- Assist front line staff, Supervisor of Legal Services, Manager of Legal Services and In-House/External Legal Counsel with the preparation for trials and contested hearings;
- Gather facts and make inquiries to locate all persons that must be served with Notices of Hearing;
- Complete an application for Commissioner of Oath and witness required affidavits;
- Serve court documents in person, by fax, mail or couriers, or arrange for service;
- Photocopy or scan material, and review and prepare case files for court process or request for disclosure;
- Attend court to issue and file documents.

Legal Administrative Support:

Provide administrative support to Agency Services staff at all levels of courts and tribunals.

- Monitor and manage the administrative workload within legal services utilizing databases and/or processes to accomplish tasks;
- Perform clerical functions such as preparing correspondence, faxing, photocopying, scanning, filing, receiving visitors and scheduling conference calls;
- Prepare, organize, schedule and document Legal In-House case conference meetings;
- Document and prepare minutes for conferences, meetings and committees as required;
Coordinate and organize meetings;

Relationship and Team Building:

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external service providers;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishinaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Legal Assistant Diploma or Law Clerk Diploma

Minimum Experience

- Two (2) years' experience in a similar position in a First Nation social services agency
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies
- Knowledge of court protocol, court processes and legal documentation

- Knowledge of North Shore First Nations

Special Skills

- Excellent interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent organizational and administrative skills
- Excellent computer skills
- Ability to attend to detail and work with and develop legal documents
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to work with and meet tight timelines in a fast-paced, changing environment
- Ability to work flexible hours
- Ability to manage a high and varied administrative workload of responsibilities on a day-to-day basis
- Ability to work with confidential and sensitive information

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings.
- Ability to understand and speak Anishnaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

Location to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Law Clerk will typically be in an office setting. The Law Clerk is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Law Clerk will be required to travel to meetings within the District.

The administration of an office setting and can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually low to moderate, but may be loud on occasion. The nature of the position may expose the Law Clerk to high levels of tension when dealing with issues.

Given the traditional practices of Indigenous people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phones.

SUPERVISORY RESPONSIBILITY

The position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Manager of Legal Services, Supervisor of Legal Services, In-house Legal Counsel, Protection and Resource Managers, Investigation and Assessment Workers and Supervisors, Child Welfare Workers and Supervisors, Administrative Assistants and other staff.

External

The Law Clerk will interact with Children’s Aid Societies, First Nation child welfare agencies, Tribal Councils, external legal counsel, First Nation Chief and Councils, Band Representatives, court personnel and officers, and other agencies involved in child welfare service delivery.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date