



POSITION TITLE:	LEGAL SERVICES MANAGER
DEPARTMENT:	LEGAL SERVICES
REPORTS TO:	EXECUTIVE DIRECTOR
CLASSIFICATION:	FULL-TIME PERMANANT
FULL SALARY RANGE:	\$115,425.49 - \$145,228.05*
LOCATION:	FLEXIBLE LOCATION WITHIN OUR CATCHMENT AREA
POSTING DATE:	SEPTEMBER 11 TH , 2024
CLOSING DATE:	OCTOBER 2 ND , 2024

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.

We seek to support our families in the way they deserve, with care and authenticity, and by recognizing and respecting spirit. We form a wholistic, inclusive and nonjudgmental circle of care with our children at the centre.

PURPOSE OF THE POSITION

Reporting to the Executive Director, the Legal Services Manager provides leadership in overseeing the legal counsel and legal disclosure teams. The incumbent maintains a caseload, representing the Agency in all matters prescribed with the Child, Youth and Family Services Act (CYFSA), the Federal Legislation, the Children's Law Reform Act, the Family Law Rules and any other relevant legislation.

The incumbent understands the importance of seeking alternative approaches outside of the legal system that will result in preserving relationships, protecting cultural identity and promoting healing. The Legal Services Manager provides advice and guidance that respects the rights and well-being of Indigenous children, youth, and families, and supports solutions that reduce reliance on formal court processes and contributes to positive and sustainable outcomes.

RESPONSIBILITIES

Legal Consultation:

- Provide legal consultation and training to Agency staff in execution of its mandate under the Child, Youth and Family Services Act and the Federal Legislation.



- Support the provision of services and case management practices that incorporate the enhancement and development of a positive cultural identity of the children, youth, families, and communities served.
- Participate in case conferencing and decision making where appropriate on case management issues.
- Advocate and support the use of alternative approaches to the legal system.
- Review and assign all requests for disclosure of Agency records and files.

Court Related Activities:

- Provide advice and representation for Agency staff at all levels of courts and tribunals, including the Child and Family Services Review Board.
- Prepare cases for presentation in court by coordinating the gathering of all information and evidence.
- Draft and/or review pleadings, affidavits, briefs, and all court related documents.
- Represent the Agency in all levels of the courts and tribunals in relation to the Child, Youth 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, trials and appeals.
- Prepare all documents, processes, case activities, dispositions and court dictation forms.
- Represent the Agency in appeals brought by others and by the Society for orders under the CYFSA, at all levels of court, as required and with respect to any litigation involving disclosure of Agency records and files.

Legal Disclosure:

- Responsible for Legal Disclosure, inclusive of records checks, file summaries, requests from other CAS agencies, requests from clients, former clients, legal representatives, court ordered file disclosures, requests from office of the Children's Lawyers, community partners, etc.
- Ensure requests are prioritized and deadlines met.
- Provide guidance and legal consultation to the team as needed.

Leadership and Team Management:

- Provide strong leadership and guidance, fostering a values driven, supportive and collaborative team environment and culture of engagement and well-being.
- Ensure all activities align with the agency's strategic plan, focusing on the importance of keeping children and youth connected to their families and communities.
- Promote learning and development, utilizing agency tools and resources, including leadership competencies, wholistic reviews, coaching for improvement, internal and external training, etc.



- Uphold a safe, healthy, respectful workplace in accordance with policies and procedures and all legislative requirements including the Ontario Human Rights Code (OHRC), the Ontario Health & Safety Act (OHSA) and Workplace Safety Insurance Act (WSIA).
- Communicate clear and measurable performance expectations and accountabilities.
- Monitor and ensure appropriate distribution of tasks and workload.
- Work closely and meet regularly with the Cultural Services Supervisor with a view to tracking and monitoring Circles that are conducted for legal files.
- Provide quarterly legal statistics to the Quality Assurance Department and provide regular statistical updates to Senior Management.

Relationship and Team Building:

- Foster a collaborative and cooperative relationship between Agency staff and community members potentially involved within the court system.
- Establish positive relationships with community, internal and external to the Agency, including Agency staff, medical professionals, police, Chief and Councils as well as collateral and community organizations involved in child welfare service delivery.
- Participate in the presentation of training programs on legal matters and procedures.
- Support and problem solve high-profile and crisis situations in a manner that supports Agency staff and families, and constructively resolves the issue.

Administration and Reporting:

- Document all legal issues, process and case activities in accordance with established policies and procedures.
- Prepare reports, briefing notes and correspondence as required.
- Ensure confidentiality and safekeeping of all Agency documents and records.

Other Duties:

- As assigned by the Executive Director.

POSITION REQUIREMENTS

Education & Experience:

- Bachelor's Degree, LL.B. or Juris Doctor from an accredited university.
- A minimum of three (3) years' experience in litigation and in Family Law, representing children, parents or a Children's Aid Society / Indigenous Child Wellbeing Agency.
- A minimum of three (3) years' experience supervising and leading staff.
- Experience advocating for the welfare of Indigenous children, with a commitment to culturally sensitive and trauma-informed legal practices.



Knowledge:

- 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.
- Superior knowledge of relevant legislative framework and policies reflecting current child welfare practice.
- Sound knowledge of the case law, i.e. judicial decisions regarding the above legislation.
- Working knowledge of the legal disclosure process and its application within the context of child welfare.
- Strong knowledge of Indigenous service delivery, culture and traditions in responding to child welfare concerns.
- Expert knowledge, understanding of and ability to translate relevant legislation into Agency based language.

Ability Requirements:

- Ability to ensure the assignment of work is balanced and equitable and provide oversight that is consistent in the provisions of legal services.
- Capacity to integrate Indigenous knowledge and practices into legal services while practicing cultural humility, recognizing and addressing one's own biases, and continually learning from Indigenous communities.
- Ability to lead, inspire, and support a team, fostering a collaborative and positive work environment.
- Effective in mentoring and developing others, encouraging professional growth and cultural competence.
- Skilled in navigating and challenging systemic barriers to ensure equitable treatment and services.
- Ability to make sound decisions in high-pressure situations, balancing legal requirements with cultural considerations and an anti-oppressive lens.
- Strong problem-solving skills and conflict resolution, with the capacity to develop innovative solutions that respect Indigenous values and community needs.
- Written communication skills to prepare correspondence, draft court documentation, and write legal opinions, draft contracts, etc.
- Excellent verbal communication skills to clearly and effectively communicate and explain information and present arguments in a court setting.
- Strong technical aptitude and skilled in the use of MS Office (Word, Excel, Outlook, PowerPoint), data bases and reporting tools.
- Negotiation and decision-making skills to negotiate settlements in court cases, determine course of action during court hearings and to mediate.
- Research skills to research points of law, both in court proceedings and in providing day-to-day legal advice to the Agency.



- Organizational skills to effectively prepare and implement the presentation of a case in court.
- Skilled in teaching others through the facilitation of training and development sessions and the development of resources and tools.
- Interpersonal skills to interact with different disciplines, frequently in a setting where there are conflicting interests.
- Monitor performance of Legal team and develop work plans.

WORKING CONDITIONS

- The nature of the job requires flexibility in hours worked, especially during court trials. Longer than normal hours occur to ensure strict deadlines are met.
- You will be provided a working location with a hybrid work from home option available.
- Travel within the catchment area will be required.

STARTING SALARY RANGE

- Starting salary is \$115,425.49 to \$130,326.21 - depending on qualifications and experience.
- * The full salary range posted is the total earning potential for this position. Increases are awarded based on your annual performance reviews.*

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
 - Resume (include 3 work-related supervisory references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.