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| POSITION TITLE: | LEGAL ASSISTANT |
| DEPARTMENT: | LEGAL SERVICES |
| REPORTS TO: | IN-HOUSE LEGAL COUNSEL |
| CLASSIFICATION: | ONE (1) FULL TIME CONTRACT VACANCY UNTIL MARCH 2027 |
| FULL SALARY RANGE: | \$66,360.84 - \$88,695.20* |
| LOCATION: | FLEXIBLE WITHIN OUR CATCHMENT AREA SUPPORTING WEST REGION |
| POSTING DATE: | MAY 4, 2026 |
| CLOSING DATE: | MAY 18, 2026 |

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.

PURPOSE OF POSITION:

Reporting to the In-House Legal Counsel, the Legal Assistant is responsible for providing administrative and clerical support to the Legal Services Department, including the preparation of all court documents and materials to be presented as part of a protection or status review application, and adoption and openness applications pursuant to the Child, Youth and Family Services Act, 2017. The incumbent works within the guidelines and procedures established by the department and contributes to the overall work of the Legal Services Department.

Although the Legal Assistant does not engage directly with our children, youth, or families, the legal contributions provided by this position plays an essential role in ensuring that we are providing a process that is executed smoothly and efficiently. By preparing legal documentation and coordinating with various stakeholders, the Legal Assistant helps create the foundation upon which legal counsel can advocate for the safety and well-being of our Indigenous children, youth and families. In this way, the Legal Assistant contributes indirectly but meaningfully to support the care, cultural continuity and development of our children, youth and families. The incumbent works within the guidelines and procedures established by the department and contributes to the overall mission and work of the Legal Services Department.

RESPONSIBILITIES

Administrative:

- Prepare, edit, format, and process court and other documents, including but not



limited to Affidavits of Service, Protection and Status Review Applications, Adoption and Openness Applications, Notices of Hearing, Agreed Statements of Facts, Plans of Care, Child Welfare Warrants, Summonses, and any other court related documentation.

- Assist Agency staff such as Family Service Workers with the preparation and finalization of legal documentation.
- Attend legal consultations with Agency Counsel.
- Attend Court on behalf of Agency Counsel if requested, for example, to address a request for an adjournment.
- Assist in notifying Agency staff in advance of court dates and filing due dates.
- Schedule legal conferences, meetings, etc. as requested.
- Request transcripts.
- Commission legal documents such as Affidavits.
- Coordinate filing within department for various activities including, but not limited to:
 - Prepare files for court appearances, including opening/closing files, organizing all material in the appropriate format within the file (e.g., PDF), and ensuring that file information is current and accurate.
 - File court materials for each court appearance in advance of the appearance, in accordance with the *Family Law Rules* and any applicable practice direction issued by the Courts in the judicial region (e.g., Central East).
 - Filing material includes issuing and filing pleadings, court confirmations, updating all continuing records, updating the Table of Contents, and forwarding a copy of the updated Table of Contents to all parties.
- Prepare, coordinate, and distribute various documents and forms within the legal department, including, but not limited to:
 - All necessary documentation, such as letters, memos, pleadings, applications, motions, plans of care and orders.
 - Serve and file documentation with the appropriate court.
 - Processing of legal documents as requested by the Executive Director or assigned counsel or Legal Services Manager.
 - Serving Court Orders on those entitled under the Rules to receive them and commissioning an Affidavit of Service
 - Ensuring delivery of all required documents as per First Nation protocols, where applicable.
 - Subsequent to a court appearance, ensuring that copies of all necessary endorsements are obtained, filing any necessary outstanding material, and obtaining photocopies of filed original consents as required and uploading documents onto CPIN.
 - Obtaining certified copies of final orders.
 - Ensuring adjournment dates are diarized and inputted in the calendar, distributing court reports to the appropriate Agency staff and supervisors, and filing copy in legal file
 - Assist counsel in preparing for trial, including preparation of all pre-trial notices,



Trial Records, Trial Management Conference Briefs, Expert Report Briefs, Case Briefs and Document Exhibit Books and scheduling of witnesses.

- Forwarding or responding to internal and external inquiries.
- File and organize legal documents including mail, faxes and inter-office mail according to applicable office practices.
- Provides administrative support such as photocopying, faxing, and distributing materials.
- Maintains a docket/tickler system for all court matters, which come before the court, advising appropriate staff (e.g., Family Service Workers, Supervisors, etc.) of court dates, requirements etc. and distribute copies of court decisions.
- Arrange, where necessary, for outside process servers for service of documents and manage any account payable with Finance.
- Arranges for fax, courier or other delivery of legal documentation as required.
- Files all necessary case information according to Agency and legislative requirements.
- Maintain closed legal files for storage/microfilming in collaboration with the Records Information Department and in CPIN.

Other Duties:

- Other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- A Legal Assistant or Office Administration Diploma or related education from an accredited community college OR;
- High School Diploma with emphasis on administrative courses combined with two to three years related office experience.
- Previous experience in the child protection legal field with proven skills in drafting child protection legal documents would be an asset.
- Experience working within an Indigenous Child-Wellbeing setting would be considered an asset.

Availability Requirements:

- Our office hours are 8:30am - 4:30pm, Monday to Friday, with a one-hour unpaid lunch. However, based on the needs of those we serve, our legal services staff may regularly find themselves working outside of these hours, including evenings, weekends, and holidays.

Knowledge Requirements:

- Knowledge of court rules and the relevant legislation and expectations of the court office and understanding of child protection clinical practice.
- Technical expertise in legal research and law clerk matters would be an asset.



- A good working knowledge of community services within the Dnaagdawenmag Binnoojiiyag Child & Family Services catchment area and surrounding areas to assist in service provision.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit, and Métis Communities we service.
- 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.

Ability Requirements:

- Demonstrated ability to co-ordinate matters in the legal system that relate to lawyers, Agency staff and members of the public involved in the court system.
- Demonstrated ability to work from a solutions-focused, strengths-based perspective.
- Demonstrated proficiency in office procedures, the use of office equipment and various computer applications.
- Good grammatical and spelling skills.
- Good organization, interpersonal and communication skills.
- Ability to work well independently, multi-task and prioritize.
- Ability to manage and organize a large volume of files.

Mandatory Requirements:

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.
- Maintain a Commissioner of Oaths appointment with the Province of Ontario which requires renewing the appointment in advance thereby avoiding any lapse in the appointment.

WORKING CONDITIONS

- A working location with a hybrid work from home option is available, subject to initial and ongoing eligibility.
- Travel within the catchment area will be required from time to time.
- At our Agency, we actively encourage a healthy work life balance and aim to ensure working hours do not exceed 35 hours per week and/or do not need to be conducted during evenings and weekends. We recognize however, that the needs of the children, youth and families that we work alongside do require services outside of these hours. We have a flexible work policy where we aim to maintain an 8 hour schedule (inclusive of a 1 hr lunch), but there are occasions where such planning is



not possible. In this role, you will need to have flexibility in your work schedule

STARTING SALARY RANGE

- Starting salary is \$66,360.24 - \$79,967.64 - depending on qualifications and experience.

*PLEASE NOTE: The full salary range 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.