



**Anishinaabe Abinoojii
Family Services**

EMPLOYMENT OPPORTUNITY: External Posting

**Legal Services Clerk – One (1) Contract Position to March 31, 2021 with Possible
Extension**

Location – Kenora

General Description:

The Legal Services Clerk is a full-time program support position. The Clerk is responsible for providing paralegal services to the staff of Anishinaabe Abinoojii Family Services for all Child Welfare cases and as a support of the Legal Services Coordinator. The Clerk acts as an intermediary between the Agency Lawyer and AAFS staff keeping them apprised and up to date on all legal matters.

Qualifications:

- Community College Diploma with one-year direct related experience. However, a combination of skills, education and experience may be considered;
- Knowledge of the Child, Youth and Family Services Act and Regulations, particularly in the application of provincial court procedures and Part IV relating to Customary Care of the First Nations;
- Knowledge of the administrative structure and operations of Anishinaabe Abinoojii Family Services including the service delivery model, policies, procedures, guidelines and protocols;
- Proven ability to take direction and to work within the Agency's philosophy, policies, procedures and protocols;
- Strong commitment to Anishinaabe Children, youth and their families by providing support services and activities are provided in ways that respect Anishinaabe cultural and spiritual practices;
- Ability to establish and maintain purposeful relationships with Management, staff, Agency lawyer, other lawyers and court clerks, and all other organization contacts;
- Ability to take direction and to work within the policies, procedures, and guidelines, mission, philosophy, and core values of the Agency;
- Ability to prepare comprehensive and statistical reports regarding the financial and operational needs of the Legal Services Department and Legal Services Clerk role & responsibilities;
- Excellent time management, planning, problem-solving, and decision-making skills;
- Must be committed to ensure the highest level of confidentiality at all times;
- Must be able to flex daily work hours as determined by the Director of Services;
- Must possess a valid Ontario G Driver's License and be willing to travel;
- Must provide a clear Vulnerable Sector Check and Driver's Abstract; and
- Ability to speak Anishinaabemowin is preferred and a definite asset.

Working Conditions:

The work will be normally performed in a typical interior and office environment located in the offices of AAFS. There is potential for physical risk that maybe precipitated by the disagreement of the client. There is a heightened risk for stress caused by social conditions and dynamics of the children, youth and their families. There is extensive travel required through a rough and winding class "C" roadway to the semi-isolated 14 community of communities. The geographical location and isolation raise the physical effort required to perform and meet the demands of this job.

Salary Range: \$48,327- \$59,270 per annum

AAFS welcomes and encourages applications from peoples with disabilities.
Accommodations are available upon request

**IF THIS EXCITING OPPORTUNITY INTERESTS YOU, PLEASE SUBMIT YOUR RESUME WITH
COVER LETTER QUOTING FILE #LSC20201009 to:**

**Manager of Human Resources c/o 20 Main Street South, Kenora, Ontario P9N 1S7
Fax: (807) 548-1345 or by E-mail: AAFS.HumanResources@aafs.ca**

All interviewees must submit a current Vulnerable Sector Check and Drivers Abstract at time of interview.

DEADLINE TO SUBMIT APPLICATION IS: October 09, 2020 @ 4:30PM