



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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Legal Assistant

Job ID	A4-BE-A6-D6-8F-56	
Web Address	https://careers.indigenous.link/viewjob?jobname=A4-BE-A6-D6-8F-56	
Company	Native Child And Family Services Of Toronto	
Location	Toronto, Ontario	
Date Posted	From: 2022-06-27	To: 2022-12-24
Job	Type: Full-time	Category: Law
Job Salary	\$21.35- \$40.10/ Hourly 35 hrs/wk.	
Languages	English	

Description

Location: 30 College St.

Position: Contract (6- Months), Full-time, Non-unionized

Summary: Native Child and Family Services of Toronto strives to provide a life of quality, well-being, caring and healing for our children and families in the Toronto Native Community. We do this by creating a service model that is culture-based and respects the values of Native people, the extended family, and the right to self-determination and through the integration of holistic, culturally based prevention services that are child centred, family focused, and community driven.

Primary Responsibilities:

The Legal Assistant provides comprehensive legal administrative support to NCFST's in-house legal counsel.

- Sets up physical file and inputs new client information in Divorce-mate. Maintains this system when and if information changes.
- Maintains filing system for legal department.
- Prepares court documents for review by the lawyers including Applications, Affidavits, Motions, Briefs, Consent packages, Orders and Appeal documents.
- Forwards documents to workers for them to complete and follows up to ensure completion.
- Responsible for service of court documents by fax, processes server/service by other CAS's and or service by workers. Follow-up and complete affidavits of service for this.
- Gathers information necessary for the preparation of documents including information related to identification of parties, entitlement to notice and inquiries to locate people for service. Prepares affidavits setting out attempts to locate people as directed by counsel.
- Opens and maintains organization of legal electronic and/or paper files containing records, pleadings, documents, orders and correspondence.
- Provides legal administrative support for counsel including receiving, preparing and sending correspondence, copying, faxing, data entry, filing and phone calls.
- Assist lawyers with scheduling and tracking of court dates and deadlines
- E-files or attends at court to file the Containing Record as well as having applications issued and filing of other court documents [such as affidavits of service, subsequent pleadings, orders],
- Ensures that external counsel receive copies of all documents created/served/signed, including updated table of contents after each filing
- Liaise with Court staff to arrange court dates, address filing or other issues
- Processes court orders [receives final orders, serves all relevant parties including the Director on Crown orders, prepares affidavits of service of the orders, distributes copies of orders to workers]
- Prepares reports and statistical records using database/spreadsheet applications
- Maintains office supplies for team.
- Prompt communication with counsel on any/all issues arising during execution of duties
- Performs other duties as assigned

Qualifications, Knowledge and Skills:

- A post-secondary degree/diploma from a Law Clerk or equivalent education program or a minimum 2 years recent litigation-related administrative experience in a law office or legal setting including drafting and document preparation.
- Computer literacy and sound working knowledge of systems used at NCFST, including Microsoft Office, Outlook, Excel, Divorcemate, Frontline, E-filing
- General office and secretarial practices
- Working knowledge of the Child, Youth and Family Services Act
- Knowledge of legal process related to child protection, family law and litigation
- Knowledge of Indigenous culture(s) and urban Indigenous issues
- Excellent organizational skills with a high attention to detail
- Demonstrated ability to prioritize and to take initiative
- Good communication skills (oral and written), professional telephone manner
- Good interpersonal skills and ability to liaise with staff at all levels, outside counsel etc.
- Recognition of the need for discretion and confidentiality in carrying out all tasks
- Ability to work independently, quickly and accurately
- Flexibility and ability to adapt to a changing work environment.

Work Environment

Office

How to Apply

Click "Apply Now"

To apply, please provide:

- Cover letter outlining how you how meet the qualifications of the role.
- Current resume and include three work related references
- Proof of Vaccination. NCFST employees are required to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.
- As a multi-service urban Aboriginal agency providing holistic, culture-based programs and services to Aboriginal children, and families, NCFST will give priority to applicants who identify as First Nations, Inuit, Metis, and those with close affiliations.
- NCFST is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.