



# 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.Links 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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/01

## Legal Assistant/Disclosure Clerk

<b>Job ID</b>	<b>CE-AE-30-50-96-63</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=CE-AE-30-50-96-63">https://careers.indigenous.link/viewjob?jobname=CE-AE-30-50-96-63</a>	
<b>Company</b>	Native Child and Family Services of Toronto	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2022-04-13	To: 2022-10-10
<b>Job</b>	Type: Full-time	Category: Law
<b>Job Salary</b>	\$38,470 - \$72,251 per year 35 hrs/wk	
<b>Languages</b>	English	

### Description

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Classification: Regular Fulltime

Location: 30 College St.

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

### Position Summary

Under the direction of the Supervisor, Legal Services, the Disclosure Clerk. Legal Assistant is primarily responsible to respond to and process requests for record checks, access to records, and disclosure of information in accordance with Native Child policies and procedures and Part X of the Child, Youth and Family Services Act.

In addition, this position will act as a back up to the Legal Assistant, and provide administrative support to Native Child's in-house legal department.

### Major responsibilities

1. Respond to requests for record checks and disclosure:
2. Thorough search of Native Child's Frontline database, old/new/hard files as necessary.
3. In accordance with the Native Child policy regarding disclosure, obtaining all necessary files; returning files in good order to the relevant team's administrative assistant.
4. Photocopying and vetting the files: removing documents that are subject to solicitor-client privilege, 3rd party records, sensitive information which could create risk of physical or emotional harm, etc.
5. Responding by email or in writing, within statutory timelines, and in a manner consistent with privacy guidelines. (Encryption/password protected etc.)

6. Liaising with other child welfare agencies.
7. Completing disclosure recordings in Frontline and then forwarding to Legal Services supervisor for approval.
8. Assisting the legal administrative assistant with administrative duties in the legal department, including but not limited to:
9. Preparation and maintenance of files.
10. Preparation of Continuing Records.
11. Service of court documents and preparing affidavits of service.
12. Filing documents at Court; liaising with court staff as necessary.
13. Processing of court orders.
14. Updating Frontline with information from court dictation forms.
15. Providing coverage when legal administrative assistant is away.
16. Other duties as assigned

What we are looking for

- A post-secondary degree/diploma in a legal assistant or law clerk program with 1 to 2 years' experience in a child protection environment or the equivalent combination of education and experience.
- Computer literacy and sound working knowledge of systems used at Native Child; including Microsoft Office, Outlook, Excel, Divorcemate, Frontline.
- General office and secretarial practices.
- Working knowledge of the Child, Youth and Family Services Act, in particular, Part X privacy provisions.
- Knowledge of legal process related to child protection, family law and litigation.
- Knowledge of Aboriginal culture(s) and urban Aboriginal 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.
- Ability to work collaboratively as part of the legal team and as part of the Native Child administrative team.
- Pass a Vulnerable Sector Police Record Check.
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.
- NCFST requires all employees, contractors, students, and volunteers 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.

### **How to Apply**

Click Apply Now!

If you are interested in this job opportunity, please APPLY on our website: [www.nativechild.org](http://www.nativechild.org) on or before April 27, 2022

We are 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.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.