



EVERY STEP OF THE WAY.

Manager of Legal Services/Legal Counsel

As Jewish Family & Child is a multi-service agency that addresses many facets of the life and the vulnerability of our community, we are seeking a skilled individual to head the legal department and provide legal advice and representation to the Agency on legal matters pertaining to child welfare mandate and activities. The successful candidate will also assist the Agency with policies development and interpretation of employment legislations.

Responsibilities include:

- Provide legal advice and counsel to Agency's staff on the interpretation and application of legislation pertaining to child welfare, family law, and related or ancillary matters.
- Prepare cases for presentation in court by coordinating the gathering of all information and evidence, drafting pleadings, preparing affidavits, briefs and other documents for filing with the court, and preparing witnesses. Negotiates settlements.
- a) Presents cases in the court on behalf of the Agency,
b) Represents the Agency in appeals brought by others and orders under the C.F.S.A., at all levels of court, as required.
c) Coordinates case preparation and presentation at C.F.S.R.B (Child & Family Services Review Board) hearings
- Represents the Agency on applications for disclosure of Agency records in criminal or other civil proceedings, and in expunction hearings under the Abuse Register.
- Conducts training programs on legal matters and procedures for Agency's staff, foster parents and others.

The successful candidate will have:

- LLB. Degree; called to the Bar in Ontario; membership in good standing of the Law Society of Upper Canada
- Related experience working in Children's Aid will be considered an asset
- Knowledge of the Child & Family Services Act, Family Law Rules and related legislation.
- Possess excellent verbal and written communication skills
- Good interpersonal skills. Demonstrated ability to work as a team.
- Proficient in the use of computer applications, including MS Word, Lotus Notes etc.

If you are interested in applying, please submit your resume to resumes@jfandcs.com
Please reference, **Manager of Legal Services**, in your subject line.

Jewish Family & Child is committed to the principle of equal opportunity in employment. We thank all applicants for their application and interest; however, only those considered for an interview will be contacted. No agencies please.

To learn more about Jewish Family & Child, please visit: www.jfandcs.com

