



Nishnawbe-Aski Legal Services Corporation

Director of Legal Services

Job Description

Title: Director of Legal Services

Dept.: NALSC Legal Aid

Reports to: Executive Director/Board

JD #: LAO 0002 **REVIEWED:**

Approved: August 10, 2023

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Summary

The Director of Legal Services is based in Thunder Bay, responsible for overseeing the Nishnawbe-Aski Legal Services Corporation's (NALSC) Legal Aid (LA) administrative operations to fulfilling the organizations mandate to vision, mission, values, and the strategic plan. The Director of Legal Services oversees recruitment and supervision of the LA Staff and Staff Lawyers for the delivery of legal services across the Nishnawbe Aski Nation (NAN) territory, compliance with NALSC's statistical reporting and other Legal Aid Ontario (LAO) funding requirements and NALSC's policies. The Director of Legal Services reports to the Executive Director on a regular basis and to the Board of Directors at quarterly meetings and as required.

Core Competencies:

- **Written and oral communications:** active listener, clear and succinct communicator in oral and written forms, confidence in partnership building and nurturing relations with NAN member First Nations served, justice system entities, community partners, government agencies and funders; effective speaker and advocate to various presentation opportunities.
- **Conflict management:** ability to mediate and resolve conflicts and disagreements, skilled at objective conflict resolution approach to lead facilitation to mediated solutions, knowledge and understanding of fairness and due diligence. Maintain composure in stressful situations.
- **Legal:** Knowledge of Legal Aid Services Act, LAO policies, Criminal Code of Canada, Family Law Act and Child, Youth and Family Services Act, Canadian criminal justice system, administrative law and an understanding of indigenous law and justice systems. Lawyer in good standing with the Law Society of Ontario.
- **Finance:** experience and knowledge of funding applications and strong understanding of financial process, balancing budget, and performance measures for financial success.
- **Human Resources:** familiar with navigating HR policies and procedures and Health & Safety standards.
- **Negotiation:** understanding of interest-based negotiation for mutually beneficial solutions.
- **Anishnawbe language:** Fluency in Anishnawbe language is an asset.

Job Duties

- Oversee the daily operations of the LA department and delivery of legal services in NAN.
- Oversee the work of LA staff to ensure compliance with LAO policies, procedures, the Legal Aid Services Act and 2022 Legal Aid Service Agreement.
- Oversee the development and delivery of public legal education for effective utilization across NAN.
- Coordinate with NALSC programs and LAO to promote the delivery of programs in NAN.
- Ensure the legal staff have access to the information and resources required to fulfill their responsibilities.
- Ensure compliance of LAO policy and procedures and participate in LAO training as required.
- Inform the Board of internal and external issues that affect delivery of legal services.
- Assist in all aspects of effective employee management including e.g., recruitment, hiring, orientation, training, supervision, performance evaluation.
- Complete forms as requested by HR and Finance in compliance with NALSC policies.
- Review financial issues with Finance Department.
- Review NALSC/LAO budget with Executive Director and Finance to plan yearly budgeting.
- Schedule and chair regular LA staff meetings.
- Represent NALSC as delegated in working collaboratively with NAN communities, government partners, funders, and agency counterparts to promote NALSC's mandate to vision, mission, and values.
- Complete duties successfully with high quality work outcomes, providing guidance to LA staff for balanced workload assignments and supervision of legal work.
- Provide day-to-day supervision Gladue, PLE, and Staff Lawyer programs.
- Attend all committees assigned to the Director of Legal Services role.
- Perform other duties as required.
- Travel will be required.

Working Conditions

- Work in off-site locations that pose potential risk to personal safety on a weekly basis.
- Work with exposure to emotionally charged situations, e.g., providing advice to upset or agitated clients or employees on a frequent, daily basis.
- Work requires driving a car as part of the job but not on a daily basis.
- Work performed results in strain from focused visual concentration or focused listening for periods of time in excess of 1 hour without a break, on a daily basis.
- Work allows little flexibility (if any) to change work activity or take a break to alter body position, 3-4 days per week, 4 hours or more per day.

Requirements

- Must be a lawyer, called to the Bar in Ontario, with a minimum of 5 to 10 years relevant experiences in criminal, family, poverty law, aboriginal law and administrative matters and understanding of indigenous law and justice.
- Knowledge of legal systems, board governance, public policy, service-delivery and Indigenous cultural competency is required.
- Excellent computer skills (Microsoft Office, Outlook, Word, Excel, PowerPoint) and working knowledge of standard office equipment.

- Good Virtual tools communication experience.
- Excellent written and verbal communication skills.
- Excellent leadership and management skills.
- Ability to effectively negotiate, collaborate and network with third parties.
- Strong understanding of legislation and regulations regarding Human Resources and Health and Safety system.
- Excellent knowledge of government funding and reporting requirements.
- Excellent knowledge of financial management and accountability for financial stability.
- Good leadership skills to mentor and motivate staff in a complex multi-department organization.
- Good understanding of not-for-profit board governance and distinction to managerial duties and responsibilities.
- Knowledge of and leading in a strategic planning process to measured outcomes.
- Must be willing to travel by various means including secondary and winter roads, regional aircraft, and small watercraft.
- Ability to communicate in Anishnawbe language is a strong asset.
- No criminal record.

Reporting

- The Director of Legal Services reports to the Executive Director on a regular basis and to the Board of Directors at quarterly meetings and as required.
- The Director of Legal Services will participate as a member of the Management team.

SALARY RANGE

Pursuant to NALSC wage system.