



# Nishnawbe-Aski Legal Services Corporation

## COMMUNITY LEGAL WORKER

### Job Description

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**Title:** Community Legal Worker

**Dept.:** Legal Aid Ontario

**Reports to:** Legal Aid Manager and Director of  
Legal Services

**JD #:** LAO 0003

**REVIEWED:** October 25, 2023

**Approved:**

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### Summary

The Community Legal Worker (CLW) is the first contact clients of Nishnawbe-Aski Nation (NAN) have with the services of the corporation, Legal Aid Ontario and the Justice system. CLWs are responsible for assisting clients, counsel, NALSC staff and other parties with advance and court days, referrals, diversions, PLE, legal aid applications, and for acting as ambassadors for NALSC.

### Core Competencies:

- Excellent skills in Microsoft Office software, PeopleSoft software an asset
- Excellent communication and interpersonal skills dealing with clients and members of the legal profession
- Knowledge of criminal and family law
- Knowledge of the Legal Aid Services Act and Legal Aid Ontario financial and legal eligibility
- Knowledge and experience with Indigenous Peoples culture
- Ability to speak Ojibway, Cree or Oji-Cree an asset
- Ability to travel extensively
- Valid driver's licence

### Job Duties

Pursuant to the Personnel Policies and Procedures and under the supervision of the Area Director and the Legal Aid Coordinator, duties and responsibilities of Community Legal Workers include;

- Being available for work in the office during regular business hours, in the communities as required during court, clinic days and public legal education and to be on call at other times for emergencies only;
- Assist clients in taking legal aid applications, making referrals to Duty Counsel, Certificate Lawyers, NALSC programs, Justice Programs and other service providers.
- Assist clients in the completion of routine forms ie: delayed birth registration, firearm applications, residential school applications, providing information, and referrals.
- Referring legal advice and brief service requests to staff lawyer, duty counsel and in emergency to a director.

- As a Commissioner for taking Affidavits, perform all the functions of that office in relation to the fulfillment of the Corporation's mandate.
- Be available in the community court days to assist clients, legal counsel, duty counsel with interpreting, arranging meetings, maintaining ongoing record of status of cases, help clients understand the proceedings and reasonable requests to assist in handling of cases.
- Assist communities and Restorative Justice Workers in the development of Justice Committees.
- Assist defence counsel, duty counsel, Restorative Justice Workers and Justice Committee members in identifying potential community diversions; inform Restorative Justice Workers and complete a referral when a matter is diverted; and ensure that reports are or have been provided to the defence and the offender.;
- Assist the Legal Education and Communications Officer in developing and delivering the PLE programs in communities or NAN organizations;
- Refer victims to the Victim Witness Advocate for assistance.
- Participate in all relevant training workshops provided by or through the Corporation;
- File with the Area Director and Legal Aid Coordinator once a month on a prescribed form, a report of all the work done and any problems encountered in that month and a report setting out all courts within seven days of the court sitting;
- Perform other related duties when and as required by the Area Director, the Executive Director and the Legal Aid Coordinator, or their designates, in keeping with the furtherance of the goals and mandate of the Corporation.
- Provide monthly activity reports

#### **CASE MANAGEMENT**

- Understanding of NALSC policies and procedures and the service the corporation provides to NAN members
- Understanding of LAO's financial and legal eligibility
- Knowledge of court procedures and types of law such as the Criminal Code of Canada, Family Law Act and Children and Youth Family Services, Provincial Offence and Indian Act.
- Respond to inquiries from clients and the public regarding Justice matters
- Perform other duties as 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 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.

## **Reporting**

- The CLWs are directly responsible to the Legal Aid Manager and the Director of Legal Services for overall work performance.

## **Meetings, Training and Outreach**

- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

## **File maintenance**

- Ensure all paper and electronic files are maintained up-to-date.
- Follow directives, guidelines, and policies for records management and file keeping policies.

## **Additional Duties and Responsibilities**

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.

## **SALARY RANGE**

Pursuant to established wage grid.