



# Nishnawbe-Aski Legal Services Corporation

STAFF LAWYER

## Job Description

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**Title:** Staff Lawyer

**Dept.:** Legal Services

**Reports to:** Director of Legal Services

**JD #:**

**Approved:** May 01, 2024

**REVIEWED:** May 01, 2024

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## Summary

The **Staff Lawyer** is under the direction of, and reports to the Director of Legal Services. The Staff Lawyer is responsible for providing high quality legal services to Nishnawbe-Aski Nation community members and complies with necessary reporting and legislative requirements. The Staff Lawyer is responsible for providing legal services in accordance with the NAN Legal vision, mandate, mission and values and principles.

The Staff Lawyer is also responsible for the provision of legal services in accordance with the NAN Legal and Legal Aid Ontario (LAO) Legal Services Agreement, including:

- **duty counsel services**, for unrepresented individuals, including legal advice for court-related matters such as document preparation, bail hearings, pre-trial meetings, Crown disclosure reviews, motions and case conferences;
- **legal advice and support**, including summary legal advice;
- **public legal education**, including information and education about legal rights that is clear, accurate and practical and aimed at assisting members of the NAN Communities to understand and exercise their legal rights.
- Other duties as assigned by the Director of Legal Services

## Core Competencies:

- Interpersonal communications skills, including ability to engage people and build trust and rapport; specifically, in managing conflict and incorporating trauma-informed practice;
- stress and time management skills;
- Teamwork
- Analysis and problem solving skills;

- knowledge of the legal resources in NAN communities
- Ability to speak a language of the NAN communities or knowledge thereof considered an asset
- Cultural competency in representing Indigenous people
- Knowledge of interconnectedness of NAN Legal's services

## **Job Duties**

Delivery of legal services to NAN community members in northern Ontario in accordance with NAN Legal and LAO's Agreement and assist with NAN Legal operations as follows:

- Assist other Staff Lawyers, Duty Counsel/Per Diem Lawyers, Articling and Law Students
- Ensure legal services are available to NAN community members in accordance with the NAN Legal and LAO Legal Services Agreement
- Work in cooperation with other Staff Lawyers and the Director of Legal Services to establish priorities for NAN Legal Services
- Provide legal services to clients including provision of summary legal advice through the intake process
- Assist clients with summary legal matters, prior to, and in and out of Court
- Perform other duties and related tasks as assigned
- Travel is required

## **Public Relations and Outreach**

- Represent NAN Legal in a professional and culturally appropriate manner at all times, including work with clients, NAN Legal staff, and third parties; and, while performing duties and participating at community events, speaking engagements or negotiations
- Participate in assessing impact of proposed legislation and policy on legal services in cooperation with Director of Legal Services
- On occasion, sit on or participate in local, regional or provincial, legal and Court committees as required to assist in addressing the administration and delivery of legal services in NAN's service areas in northwest and northeastern Ontario
- Assist in the preparation and delivery of submissions including media interviews, and presentations to legislative committees
- Public Legal Education presentations to NAN Communities

## **Requirements**

- Must have membership in good standing with the Law Society of Ontario.
- Demonstrated experience, with a minimum of one year in criminal and/or family law, child protection, poverty and administrative law and human rights.
- Knowledge of Indigenous-led and alternative justice programs and the northern Ontario Court system.
- Knowledge of Legal Aid Ontario, including legal aid legislation
- Working knowledge and experience with Microsoft Office, PeopleSoft, legal research programs and general office equipment
- Excellent research and writing skills
- Must be willing and able to travel on secondary and winter roads and small aircraft
- Must be able to manage and work in high stress environments

## Reporting

- The Staff Lawyer is responsible to the Director of Legal Services for day-to-day activities and overall work performance.

## Meetings, Training and Outreach

- Attend all meetings as requested and required
- Participate and complete professional development activities as requested and required
- Develop and maintain positive working relationships with justice stakeholders including Crown Attorney Offices, defence counsel, police authorities, community leadership, probation, parole and others.

## File maintenance

- Ensure all paper and electronic files are maintained and up-to-date
- Ensure all client information and files is kept confidential and up-to-date
- Follow policies and procedure concerning records management and file keeping

## Additional Duties and Responsibilities

- Complete any additional duties as required

## SALARY RANGE

Pursuant to current NAN Legal – Staff Lawyer wage grid.

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## CERTIFICATIONS:

**I certify that I have read and understand the responsibilities assigned to this position.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**I certify that this job description is an accurate description of the responsibility assigned to the position.**

\_\_\_\_\_  
Supervisor or H/R Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**I approve of the delegation of responsibilities outlined herein within the context of the overall organizational structure.**

\_\_\_\_\_  
CEO's/ ED's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date