

Job Description

POSITION:	Legal Anokiiwin
ACCOUNTABILITY:	Supervisor of Legal Services
CLASSIFICATION:	Full-time
DATE APPROVED:	February 15, 2023

JOB PURPOSE

The Legal Anokiiwin provides on-going support for requests received for disclosure, maintain original customary care agreements and Band Council Resolutions (BCR's) and provide support to members of the Legal team. The Legal Anokiiwin functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Program Support:

The Legal Anokiiwin is responsible to provide disclosure services for both personal and professional requests in accordance with Agency's policies, procedures and Information and Privacy Commission.

- Review the nature of the request and review in detail the appropriate files or portions thereof for the child(ren) and/or family in order to provide an accurate and thorough response;
- Process requests for disclosure services from multiple sources including but not limited to Children's Aid Societies, children's lawyers, treatment agencies, client's, police, etc.;
- Respond verbally to requests in accordance with established guidelines for verbal release of information;
- Prepare a written response in accordance with established guidelines and forward to the Supervisor of Legal Services or an appropriate legal counsel for review;
- Copy the appropriate documents from file and then review and remove those sections which are not to be disclosed in accordance with agency standards, guidelines and relevant legislation;
- Ensure the Supervisor of Legal Services or appropriate legal counsel review and authorize prior to the release of documents;;
- Attend court as required to attest to the information prepared;
- Provide historical file summaries, Non-Identifying Child Histories and Adoption Disclosures as required;
- Maintain statistical data regarding work activity and cases completed and outstanding;
- Serve and file documents at Court and liaise with court staff;
- Vet files for disclosure to Respondent counsel and photocopying;
- Liaise with other child welfare agencies;
- Plan, organize, and monitor programs and services to ensure all activities are consistent with legislation, practice standards and regulations;
- Ensure program is designed and implemented in a manner that respects communities' needs, structures and culture;
- Ensure quality standards and policies are developed and implemented;
- Monitor compliance and accountability for child welfare services under the Child, Youth and Family Services Act (CYFSA);
- Advocate for the development of services that embody First Nation customs, traditions and values;
- Participate in Agency and Community strategic and operational planning activities;
- Implement data sources and data collection strategies that support ongoing development and monitoring of quality service delivery;
- Prepare comprehensive reports and provide recommendations to improve effectiveness of services/programs;
- Promote, support and maintain effective working relations with the First Nation communities;
- Make recommendations to improve and maintain the case management record and filing system;
- Attend community-based management and child welfare committee meetings as requested.

Interagency Participation:

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Actively participate in internal, external, local, regional or committees/groups in support of maintaining effective working relationships with our First Nation communities and outside resources.

- Actively participate In-Service Staff meetings and other internal committees/groups;
- Collaborate with internal and external agencies;
- Establish and maintain liaison with First Nation communities, other child welfare agencies, lawyers, court houses, and individuals;
- Participate in internal or external committees as required or requested;
- Liaise and work effectively with communities, Band Representatives, collateral agencies and organizations, elders and traditional healers.

Legal Administration and Reporting:

- Assist with administrative duties in the legal department. Receive and respond to requests for disclosure of information, records and, files;
- Ensure requests are forwarded to Intake Screeners to enter into the database;
- Conduct thorough search of database and old, new, and hard files;
- Vet the files by removing documents that are subject to solicitor-client privilege, third party records, sensitive information which could create risk of physical or emotional harm, etc.;
- Respond verbally and/or in written form, within statutory timelines;
- Prepare and maintain files in accordance with legal practices;
- Prepare continuing records;
- Serve and file documents at Court and liaise with court staff;
- Process court orders;
- Maintain a legal information system in outlook, appropriate database and excel for all cases, updating regularly with information from the court dictation form;
- Liaise with other child welfare agencies;
- Complete disclosure recordings in appropriate database and forward to Supervisor of Legal Services for approval;
- Prepare and deliver comprehensive monthly and quarterly reports to the Supervisor of Legal Services identifying statistics, successes and challenges;
- Maintain Customary Care files, original documents and Band Council Resolutions;

Relationship and Team Building:

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths- based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external service providers;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishinaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Bachelor of Social Work Degree or other relevant Degree is preferred
- Diploma in Social Sciences or related field is required

Minimum Experience

- Two (2) years child welfare or other relevant experience
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Direct Child Protection experience including a solid working knowledge of the Child, Youth and Family Services Act
- Knowledge of the Family Court Rules and the forms prescribed by those rules
- Knowledge of all Acts related to the Provision of Personal Disclosure
- Knowledge of North Shore First Nations

Special Skills

- Ability to summarize file material quickly
- Ability to communicate and write effectively with an emphasis on accuracy, and good grammatical construction
- Ability to work under pressure and to meet strict time guidelines
- Ability to take initiative and work independently with minimal supervision
- Ability to work within a team environment
- Ability to work with confidential and sensitive information
- Excellent computer and MS Office Software skills
- Excellent organizational skills to prioritize and problem-solve
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent administrative skills
- Excellent time management skills and willingness to work flexible hours

Other Requirements

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- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings;
- Ability to understand and speak Anishnaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

The location is to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Legal Anokiiwin will typically be in an office setting. The Legal Anokiiwin is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Legal Anokiiwin will be required to travel to meetings within the district.

The administration of an office setting and team members can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Legal Anokiiwin to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Indigenous people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phones.

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Manager of Legal Services, Team Supervisor, Protection & Resource Manager, Child Welfare Workers, Children's Support Workers, Cultural Services Department, Administrative Assistant, Client Records Clerks and other staff.

External

The Ministry of Children, Community and Social Services, Children's Aid Societies, other First Nation communities, and all service-related agencies within the First Nation that respond to child welfare service delivery needs.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties,

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responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date