

Job Description

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

JOB PURPOSE

The Supervisor of Legal Services is responsible for ensuring that legal services are in alignment with, the legal framework of the Child Youth and Family Services Act and First Nation standards of practice. The Supervisor of Legal Services 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:

Supervise all functions of legal services department..

- Ensure all provision of services and case management practices appropriately incorporate the enhancement and development of a positive cultural identity of the children, families and communities served;
- Plan, organize, and monitor to ensure all casework activities are consistent with legislation, practice standards and regulations, Agency philosophy, policies, procedures, and community norms;
- Ensure all least intrusive options have been explored prior to initiating court applications;
- Identify policies and procedures related to documenting and protecting the integrity of evidence for presentation in court;
- Develop open and effective communication opportunities that ensure feedback and strengths-based communication is used;
- 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 Agency quality service delivery.

Court Documentation and Activities:

Provide support to Agency Staff relating to court documentation and activities.

- Maintain statistics for weekly, monthly, quarterly reporting to Director of Services;
- Provide information and support to staff on the legal rights of children, parents, and caregivers in Child Welfare court actions;
- Conduct legal research and review current and proposed legislation and its impacts to the Agency;
- Assist Agency staff in drafting all court related documents with the view to reunify families while concurrently developing and planning for a child's permanency;
- Assist front line workers in preparing affidavit evidence by reviewing draft materials and/or meeting with workers.

Human Resources:

Provide guidance, direction and support to department staff.

- Provide leadership, guidance, support, supervision and direction to teams and ensure understanding and alignment with organizational values, goals and priorities;
- Promote and support the well-being of staff by referring to appropriate resources;
- Ensure performance and supervisory expectations are clear and consistent;
- Monitor and address employee performance;

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- Conduct performance review and fully involve staff in evaluating and planning to improve their job performances;
- Monitor and manage attendance management process;
- Assist with staff development and recommend training opportunities;
- Develop and lead supervisory conferences, team meetings, case reviews and/or observations of caseworkers to identify ongoing strategies to meet the team's ongoing development and training needs;
- Establish and sustain a work environment that promotes and rewards optimal performance, an ongoing commitment to excellence and the adoption of strength-based cultural practices;
- Support a culture of learning and professional development and ensure leadership development opportunities exist for staff;
- Ensure adherence to organizational policies, procedures, practices and standards;
- Provide guidance and support to Employees when investigating complaints and contentious issues;
- Approve staff attendance records, time-off requests and travel expense claims;
- Participate in recruitment of staff including assisting with screening, interviews, development of job descriptions and preparing interview questions;
- Ensure orientation of new staff;
- Conduct workload analysis and ensure complement of staff to provide services as necessary;
- Recommend human resources required for the department.

Financial Management:

Assist in the preparation and monitoring of the Agency's service plan and operating budget.

- Assist in the development of annual operating budget and coordinate planning and allocation of resources;
- Review and monitor financial and operational reports on a monthly basis for each service and program;
- Approve expenditures which fall within the limit of authority, sign payment requests and process credit card purchases;
- Ensure financial policies and procedures are adhered to;
- Assist with analyzing and evaluation of all programs and services and overall operations.

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.

- Develop a team workplan that ensures continual planning as an integral part of leadership, management, and direct supervision;
- Ensure Agency compliance with Serious Occurrence directive and reporting requirements;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain a detailed work plan of activities;
- Develop and maintain accurate, up-to-date and concise work files;
- Prepare and deliver summary reports;
- Work in compliance with the Occupational Health and Safety Act, Ontario Human Rights Code, Employment Standards Act and any other relevant legislation;
- Prepare and submit monthly reports, travel expense claims and maintain attendance records;
- Follow the Agency's 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 relevant Bachelors degree preferred
- Legal Assistant Diploma or Law Clerk Diploma required

Minimum Experience

- Five (5) years' direct experience working with children and families involved in child welfare protection
- Three (3) years' direct management and administration experience in a child welfare protection agency
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of Customary Care process
- Knowledge of Court process in relation to Child Protection
- Knowledge of relevant legislative framework and polices reflecting current child welfare practice
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare concerns
- Knowledge of external service and service agencies
- Knowledge of North Shore First Nations

Special Skills

- Excellent leadership and management skills
- Excellent interpersonal and communication skills
- Excellent conflict resolution, mediation and problem solving skills
- Excellent organizational and administrative skills
- Excellent time management skills
- Excellent computer skills
- Ability to work with First Nation communities and people
- Ability to demonstrate professional ethics
- Ability to manage multiple priorities, projects or programs
- Ability to take initiative and self-direction
- Ability to work independently
- Ability to work effectively with court authority

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- Ability to facilitate strong inter-departmental relationships
- Ability to establish and maintain effective working relationships and to develop strong effective teams
- Ability to lead and coach others utilizing a collaborative and strengths-based approach
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to translate relevant legislation into Agency based language
- Ability to work with confidential and sensitive information

Other Requirements

- 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 Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

WORK SITE LOCATION

Location to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Supervisor of Legal Services will typically be in an office setting. The Supervisor of Legal Services 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 Supervisor of Legal Services will be required to travel within the districts of Algoma and Sudbury/Manitoulin.

The duties of the Supervisor of Legal Services can be emotionally and mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting for administrative purposes as well as to attend case conferences and meetings.

Non-physical demands include a work environment where the noise level is usually a moderate level, but may be loud on occasion. The nature of the position may expose the Supervisor of Legal Services to moderate 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 phone

SUPERVISORY RESPONSIBILITY

The position supervises a minimum of three (3) employees.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Directors of Service, Protection and Resource Managers, Internal Counsel, Law Clerks, Legal Anokiiwin, Investigation and Assessment Workers and Supervisors, Child Welfare Workers and Supervisors, Administrative Assistants and other staff.

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External

The Supervisor of Legal Services will interact with Nogdawindamin External Counsel, Children’s Aid Societies, First Nation child welfare agencies, Tribal Councils, other legal counsel, consultants, First Nation Chief and Councils, court personnel and officers, judges, children and families, Alternative Care Providers and other agencies involved in child welfare service delivery.

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, 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