



IDENTIFICATION

Department	Position Title	
Justice	Staff Lawyer I – Family Law	
Position Number	Community	Division/Region
82-11191	Yellowknife	Legal Aid Commission

PURPOSE OF THE POSITION

The Charter of Rights and Freedoms provides that people who have significant interests at stake in the justice system are entitled to state-funded counsel.

The Legal Aid Commission is established by the *Legal Aid Act* to provide to qualifying NWT residents authorized legal advice and services.

Staff lawyers give legal advice and represent persons involved in family law matters and child welfare matters, protect and assert their legal rights and interests, and fulfill the obligations imposed by the Charter and the *Legal Aid Act*.

Staff Lawyers employed by the Legal Aid Commission adhere to the Mission of the Department of Justice to protect and promote the rights and safety of all people in the NWT with efficient and responsive justice programs and services.

SCOPE

The incumbent is required to:

- Work independently on files assigned by the Executive Director under supervision of more senior counsel.
- Provide thorough opinions on the merits of applications for legal aid including reference to the relevant law ensuring that the opinions provide a clear basis for the Executive Director's decision to fund applications.
- Recognize that the impact of advice, opinions and service provided on behalf of clients can be critical to and have a significant impact upon them and their families.



- d) Take on files of a routine nature in custody and child support applications and child protection matters while progressing to matters of increasing complexity.

RESPONSIBILITIES

1. Provide opinions to the Legal Aid Commission for legal aid applicants
2. Provide legal advice and representation to approved clients in the areas of family law and child protection matters
3. Deal with other counsel and outside agencies in a professional manner while representing client's interests
4. Prepare all legal documents required for authorized court applications and motions
5. Represent clients in court proceedings in both Territorial and Supreme Court and the Court of Appeal, in all regions of the NWT
6. Properly and effectively administer and document all files and comply with established office procedures
7. Assist with public legal education as directed by the Executive Director
8. Such other activities as may be directed from time to time by the Executive Director

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Law Degree and membership in the NWT Bar.



- Full working knowledge of and experience in:
 - The relevant laws of Canada and the Northwest Territories including particularly the *Family Law Act*, *Children's Law Act*, *Child and Family Services Act*, *Judicature Act*, *Rules of Court*, *Territorial Court Act*, *Protection Against Family Violence Act*, *Inter Jurisdictional Support Orders Act*, *Maintenance Orders Enforcement Act*, *Adoption Act*, *Legal Aid Act*, *Divorce Act* and the associated regulations.
- Working knowledge of and/or some experience in negotiation, mediation, collaboration and/or alternative dispute resolution.
- Experience and recognized ability in family law and child protection law and significant experience appearing before all levels of court and administrative tribunals.
- Ability to work well with other counsel in a close clinic setting and other professionals in the justice system.

Typically, the above qualifications would be attained by:

One year of experience as legal counsel practicing in the family law area will be required along with experience working in a legal aid clinic environment and experience in managing other lawyers and support staff.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred