



IDENTIFICATION

Department	Position Title	
Justice	Staff Lawyer II - Family	
Position Number	Community	Division/Region
82-11195	Yellowknife	Legal Aid Commission

PURPOSE OF THE POSITION

The Staff Lawyer II – Family, gives legal advice and represents persons involved in family law matters and child welfare matters, protect and assert their legal rights and interests, and to fulfill the obligations imposed by the *Charter* and *Legal Services Act*, *Regulations* and applicable *Legal Aid Guidelines*, established by the NWT Legal Aid Commission.

SCOPE

The Staff Lawyer II – Family, position is located in Yellowknife, and reports directly to the Executive Director, NWT Legal Aid Commission. 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 Services Board is established by the *Legal Services Act* to provide to qualifying NWT residents the legal advice and services they require. Staff lawyers give the legal advice and represent persons involved in family law matters and child welfare matters, protect and assert their legal rights and interests, and to fulfill the obligations imposed by the *Charter* and the *Legal Services Act*.

The incumbent works for the most part independently but subject to supervision by the Executive Director or senior counsel and work is assigned by the Executive Director. The impact of advice and opinions can be critical to clients. The incumbent may provide some mentoring of articling students or junior counsel from time to time.

RESPONSIBILITIES

1. The incumbent is responsible for the following duties:
 - Provide opinions to the Legal Services Board for legal aid applicants.
 - Provide legal advice and representation to approved clients in the areas of family law and child protection matters.
 - Deal with other counsel and outside agencies in representing client's interests.



- Prepare legal documents for court applications and motions.
- Provide some mentoring to more junior staff lawyers as directed by the Executive Director
- Represent clients in court proceedings in both Territorial and Supreme Court and the Court of Appeal, in all regions of the NWT.
- Properly and effectively administer and document all files and comply with established office procedures.
- Assist with public legal education as directed by the Executive Director.
- 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 demands.

Sensory Demands

No unusual demands.

Mental Demands

The practice of family law work in the Northwest Territories requires a robust intentional approach to maintain personal wellness. Staff lawyers are frequently exposed to factual situations wherein social difficulties are a factor including violence, substance abuse, and mental health issues.

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 and in particular family law; and,
 - Aboriginal and northern issues in general.
- Experience and recognized ability in family law and child protection law.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.



Typically, the above qualifications would be attained by:

Three or more years' experience as legal counsel practicing in the same or similar areas of the law is generally required, or significant experience working in a legal aid clinic environment.

Equivalent combinations of education and experience will be considered.

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