



ABORIGINAL LEGAL SERVICES  
*Gaa kina gwii waabamaa debwewin • All those who seek the truth*

<b>Job Title:</b>	<b>Criminal and Child Protection Support Paralegal</b>	<b>Travel Required:</b>	Minimal
<b>Location:</b>	Toronto	<b>Position Type:</b>	Full-Time Permanent
<b>Job Band:</b>	Based on years licensed- 2026 grid	<b>Salary Range:</b>	\$79,192 - \$82,673
<b>Reports to:</b>	Legal Advocacy Director	<b>Posting Expires:</b>	March 25, 2026

### Organizational Overview:

Aboriginal Legal Services, established on February 21, 1990, is a recognized leader in developing Indigenous-led justice programming and test-case litigation.

Aboriginal Legal Services (ALS) strengthens the capacity of the Aboriginal community and its citizens to deal with justice issues and provide Aboriginal-controlled and culturally based justice alternatives.

Our dedicated staff is our most valued resource. Compassionate care, teamwork, professionalism, communication, and respect are the values that set ALS apart.

### Principles and Beliefs:

Indigenous People require equitable treatment in the justice system, access to the legal and related resources within the justice system, as well as an understanding of the system and their options.

The support required includes advocacy in all areas of the law, as well as alternatives which can break the cycles of recidivism and dependency, which are all too prevalent.

These alternatives are more effective when they are community-controlled and are based on the traditional cultural norms and values of the Indigenous community.

### Job purpose

ALS Paralegals carry out tribunal casework independently; conduct legal research; assist the Legal Advocacy Director and supervising lawyers on advocacy matters; and contribute to coordinated clinic services. The role includes intake, summary legal advice, case management, mediation, and client representation. The Paralegal supports culturally grounded, trauma-informed legal services in alignment with ALS principles and protocols. This is a unionized position.

### Duties and responsibilities

#### Criminal Law Tasks

- Conduct intake for criminal matters, complete conflict checks, and prepare client files;
- Gather documentation, request disclosure;
- Assist criminal lawyers by preparing and filing documents, communicating with clients and assisting with file management;
- Provide referrals to clients;
- Prepare documents, provide advice and represent individuals charged with certain criminal offences in the Ontario Court of Justice;

### Child Protection Law Tasks

- Conduct intake for child protection matters, complete conflict checks, and prepare client files;
- Gather documentation, request disclosure;
- Assist child protection lawyers by preparing and filing documents, communicating with clients and assisting with file management;
- Provide referrals to clients;
- Prepare documents, assist clients with supervision of a lawyer;
- File documents at Court;

### Other Duties

- Perform weekly intakes as scheduled and follow up as assigned;
- Commission or notarize: Serve as a third-party witness to the signing of a document after having verified the identity of the person signing;
- Litigation assistance- Assist lawyers with document collection and preparation, witness preparation and other tasks associated with larger litigation files;
- Refer clients to various community agencies and organizations on a case-by-case basis;
- Depending on caseload and availability, may carry LTB or SBT files from time to time;
- Attend monthly meetings and lunch and learns as scheduled;
- Perform any other duties as assigned by the Legal Advocacy Director;

### Qualifications

- Must be an LSO licenced paralegal in good standing
- Looking for **years of licence from 0-4** and will not consider applicants outside these years.
- Excellent interviewing and writing skills.
- Ability to work with a wide range of individuals.
- Ability to work independently and manage a regular caseload of clients.
- Knowledge of the justice system and programs and services available to Indigenous people in Toronto and surrounding area would be a great asset.

### To apply:

**Applicants who self-identify as Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process**

To apply to this job posting please submit your cover letter and resume with “**Criminal and Child Protection Support Paralegal**” in the subject line to [hrgeneral@aboriginallegal.ca](mailto:hrgeneral@aboriginallegal.ca) or fax it to (416)408-1568 by no later than **12 noon on March 24, 2026.**

Aboriginal Legal Services is an equal opportunity organization committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request. To request accommodation, please email [Nazaninn@aboriginallegal.ca](mailto:Nazaninn@aboriginallegal.ca).

We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

**Aboriginal Legal Services**