



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

<b>Job Title:</b>	<b>Tenant and Income Security 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 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. This is a unionized position.

### 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 in Social Assistance (OW/ODSP) and Landlord and Tenant matters, including appearances before the Social Benefits Tribunal and the Landlord and Tenant Board. The Paralegal supports culturally grounded, trauma-informed legal services in alignment with ALS principles and protocols.

This position is unionized.

### Duties and responsibilities

- Provide client representation from intake stage to completion of Landlord Tenant, Social Assistance (ODSP and OW) and Human Rights matters, specifically:
- Prepare documents, provide advice and represent individuals in matters before administrative tribunals that ALS provides representation for, such as:
  - Eviction prevention and representation at the Landlord and Tenant Board;
  - an application about discrimination at the Human Rights Tribunal of Ontario, or
  - a denial of social assistance benefits at the Social Benefits Tribunal;
  - Prepare case files on clients to prepare for upcoming hearings that could include, but are not limited to, cases such as arrears, evictions, adjournments, etc.;
  - Attend hearings with clients, on a case-by-case tenant situation;
  - Mediate between the landlord and tenant when possible;

- 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;
- Ongoing rapport with various organizations to resolve issues with clients – such as opposing counsel, OW and ODSP, and property managers;
- 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 License from 0-4**. Applicants outside these years of license will not be considered;
- 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 **“Tenant and Income Security 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 25, 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**