



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

Job Title:	Gladue Report Coordinator	Travel Required:	Moderate
Location:	Toronto- a combination of in-person and Remote work	Position Type:	Full-Time 2-Year Temporary
Reports to:	Senior Manager, Gladue Writer Program	Posting Expires:	Until filled
		Salary	\$49,000-\$51000

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 is 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

The Gladue Report Coordinator plays a pivotal role in the facilitation and management of Gladue Report requests at Aboriginal Legal Services. This position requires a detail-oriented, organized, and communicative individual who can effectively coordinate with various legal parties, manage documentation, and maintain schedules for the Gladue Writer Program.

Duties and responsibilities

Request Processing:

- Receive and process all incoming Gladue Report requests promptly and efficiently;
- Ensure completeness of documentation, liaising with Defence Counsel, Crown Attorney, or other court parties to collect any outstanding materials;

Client Communication:

- Contact clients to confirm contact information and their availability throughout the Gladue Report process;
- Provide clear, accurate, and timely responses to inquiries from clients, lawyers, and other stakeholders about the Gladue request and writing process;

Coordination and Assignment:

- Collaborate with the Senior Manager, Gladue Writer Program, to assign all requests for Gladue Reports;
- Maintain and update the Gladue Master Calendar in Outlook with client names, court dates, and other relevant information;

File Management:

- Create and manage files in the Gladue Case Management System for each assigned case;
- Gather and manage consents for the release of Gladue Reports as requested;

Administrative Support:

- Attend and actively participate in training sessions and program meetings as necessary;
- Provide comprehensive administrative support to ALS management and the administrative team, as requested and needed;
- Demonstrate flexibility to undertake various administrative roles, especially during staff absences or leaves of absence, ensuring smooth and continuous operation;
- Ensure compliance with ALS policies and legal standards in all activities and maintain a collaborative and supportive approach to work within the team;
- Other duties as assigned;

Qualifications

- A degree or diploma in a relevant field (e.g., legal, social work, administration) or the equivalent of relevant experience.
- Prior experience in a legal or administrative role, especially within a legal services environment, is highly desirable.
- Ability to handle sensitive information with discretion and confidentiality.
- Excellent organizational and time management skills.
- Strong communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite, particularly Outlook.
- An understanding of the Gladue principles and their application within the legal system is an asset.
- Flexibility to attend meetings, or training sessions as required.
- Ability to work with a wide range of individuals.
- Ability to work independently and manage a regular caseload of clients.

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 “Gladue Report Coordinator” in the subject line to hrgeneral@aboriginallegal.ca or fax it to (416) 408-1568

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.

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

Aboriginal Legal Services