

<b>Job Title:</b>	Articling Student	<b>Travel Required:</b>	No
<b>Location:</b>	Toronto Head Office	<b>Position Type:</b>	Full Time- Contract
<b>Reports to:</b>	Legal Advocacy Director	<b>Posting Expires:</b>	Until filled
		<b>Salary Range:</b>	Miziwe Biik Hourly Rate for the applicable fiscal year

### Organizational Overview:

Aboriginal Legal Services was established February 21, 1990. ALS was formed following a needs assessment by the Native Canadian Centre of Toronto. With approximately 75 dedicated employees, Aboriginal Legal Services is headquartered in Toronto and operates nearly a dozen satellite offices across Ontario. Over the years ALS has become a nationally recognized leader in the development of Indigenous-led justice programming and in test-case litigation. Indigenous People require equitable treatment in the justice system, access to the legal and related resources within the justice system, as well as 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.

### Position Summary:

The core function is assisting people to know, understand and achieve their legal rights through advocacy and education. This includes providing summary advice and case-by-case representation of ALS clients; performing outreach activities; preparing community legal educational materials and presenting education to client groups and other helping agencies. Service to clients and the community is always done under the supervision of a lawyer or paralegal licensee. This position is unionized.

### Duties and responsibilities

- Gain knowledge of poverty and administrative law, various associated statutes and regulations in order to act on behalf of clients;
- Under the supervision of a lawyer, provide information to members of the public on legal matters through summary legal advice or referral;
- Interview clients to ensure that all relevant facts are obtained, and legal issues identified;
- Explain legal issues and rights, responsibilities, obligations, and benefits to clients, ensuring understanding;
- Prioritize caseload to ensure all clients are adequately represented;
- Establish appropriate course of action based on investigation findings and legal research;
- Explain options and potential outcomes to client;
- Develop arguments, including oral and written submissions;
- Under the supervision of a lawyer, represent clients at administrative tribunals and/or small claims court ensuring relevant facts and legal position are presented;
- Provide assistance to lawyers in terms of legal research & writing and attend court with lawyers where appropriate;
- Under the supervision of a lawyer, negotiate with various social service agencies to resolve issues, such as housing or social assistance;
- Under the supervision of a lawyer, negotiate with other parties to secure settlements;

- Under the supervision of a lawyer, draft legal documents such as affidavits and settlement agreements;
- Research legal and social science materials in order to properly represent clients;
- Consult with community groups and agencies for the purpose of education, advocacy and fostering the development of community legal services;
- Represent ALS to community groups by providing resources in community legal issues;
- Participate in law reform activities to ensure the legal welfare of the client constituency by completing legal memoranda, briefs, material for publication and/or relevant material;
- Support community outreach and public legal education initiatives by facilitating activities;
- Other duties as assigned by Legal Advocacy Director;

### **Qualifications**

- Must be registered with Miziwe Biik and working with an Employment Counsellor;
- Must be a registered candidate for a Lawyer's Licence with the Law Society of Ontario
- Must reside within the GTA;
- Excellent interviewing and writing skills;
- Ability to work independently and to manage a regular caseload of clients;
- Knowledge of the criminal justice system and programs and services available to Indigenous people in Toronto and surrounding area would be a great asset;

### **To apply:**

To apply to this job posting please submit your cover letter and resume with “Articling Student Trainee” in the subject line to [hrgeneral@aboriginallegal.ca](mailto: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](mailto:Nazaninn@aboriginallegal.ca). We would like to thank all applicants for their interest but only those selected for an interview will be contacted.