

Job Title:	Victim RIGHTS ADVOCATE TRAINEE	Travel Required:	No
Location:	Toronto Head Office	Position Type:	Full Time- Contract
Reports to:	Legal Advocacy Director	Posting Expires:	Until Filled

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 primary roles of the Victim Rights Advocate Trainee are assisting clients to understand and achieve their legal rights through advocacy, support and education. This includes providing summary information and referrals; performing outreach activities; preparing materials and delivering community legal education presentations; providing client support in their dealings with other agencies (police, the courts, hospitals, etc.); and performing Victim Services Check-Ins (VSCIs) in order to follow-up with clients who share that they have experienced trauma(s) while doing intake. Service to clients and the community is always done under the supervision of a lawyer or paralegal licensee. This is a unionized position.

Duties and responsibilities

- Provide information (under lawyer direction) to members of the Aboriginal community on the phone and in person, on drop-in basis and by appointment, including intake shifts;
- Interview clients to obtain all relevant facts and documents, identify legal and other related issues, as directed by a lawyer or paralegal;
- Provide ongoing information about legal issues and potential rights, obligations, benefits;
- Provide clients with appropriate educational material and self-help kits;
- Make referrals to other appropriate agencies, community and legal resources;
- Complete intake documentation for supervisory and statistical purposes;
- Maintain sensitivity to and ability to recognize emergency situations e.g. domestic violence situations;
- Provide clients who have identified trauma due to violence with a Victim Service Check-In to provide safe resources and emotional supports;
- Gather documents from third parties as directed by lawyer or paralegal;
- Maintain and organize paper and CIMS files;
- Attend court, police interviews and crown interviews, hearings or appointments, as a support person for the client;
- Attend court with the eagle feather at the request of clients who are required to testify;
- Act as a back-up receptionist when required (Please refer to receptionist profile to see full responsibilities);

- Other duties as assigned by Legal Advocacy Director;

Qualifications

- Must be registered with Miziwe Biik and working with an Employment Counsellor;
- Must reside within the GTA;
- Post-secondary education is an asset;
- Excellent verbal 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 “Victim Rights Advocate Trainee” 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.