



**JOB POSTING
(INTERNAL/EXTERNAL)**

**DIRECTOR, LEGAL SERVICES
FULL-TIME, PERMANENT POSITION**

The Barbra Schlifer Clinic is seeking a visionary, exceptional and energetic full-time **Director of Legal Services** to manage the Legal Services department. This includes program and service delivery and development, supervising staff, writing funding submissions and reports, identifying test case litigation and law reform, media appearances, and consulting with stakeholders. This position commences as soon as possible

The Barbra Schlifer Clinic (the “Clinic”) offers legal representation, professional counselling and multilingual interpretation to women who have experienced violence. Our diverse, skilled and compassionate staff accompany women through personal and practical transformation, helping them to build lives free from violence.

We are a centre by, for and about women. We amplify women’s voices and cultivate their skills and resilience. Together with our donors and volunteers, we are active in changing the conditions that threaten women’s safety, dignity and equality.

The Legal Department offers legal representation, training and advocacy from feminist perspectives on law in family law, immigration law, and criminal law, as well as independent legal advice for sexual assault survivors. We are a leading voice on these issues in Canada.

DUTIES AND RESPONSIBILITIES:

Management

- Oversee the overall development of the legal department and the delivery and evaluation of legal programs and services
- As a member of the senior management team, develop a long-term strategic plan for the clinic, which includes department short and long term goals
- Attend board and committee meetings as required to serve as a resource and share information
- Provide the Clinic with advice related to service provision, legal education and law reform issues
- Prepare annual funding submissions to legal department funders and prepares reports for funders
- Lead department meetings, facilitate participation, identify and resolve issues
- Develop, recommend and implement department policies and procedures to support the strategic plan, program and service delivery and the Barbra Schlifer Commemorative Clinic

- Develop, recommend and implement department and program budgets, carefully monitoring progress throughout the year and taking corrective action
- Attend management meeting to present department concerns and work with other managers for the good of the Clinic
- Act as a liaison and advisor to government and non-governmental institutions and agencies on legal issues related to the legal rights of female victims of violence, access to justice and other issues

Supervision

- Supervise staff and students, interview and hire new employees, carry out performance appraisals, direct the training and development of staff, and carry out disciplinary action
- Supervise daily operations to ensure that Clinic and funder policies and procedures are followed and that work is carried out safely
- Coach and counsel staff to ensure optimal morale, provide motivation, identify issues and mediate the conflict
- Oversee and direct the annual hiring process for an articling student
- Monitors staff participation in mandatory professional development programs and compliance with the Law Society of Upper Canada regulations
- Oversee the design and implementation of the clinical education programs for the University of Toronto law students and other law students
- Liaise with representatives of Toronto law schools regarding the annual placement of students and placement requirements
- Oversee the coordination of law student volunteers in the legal department and oversee the design and delivery of law student training, supervision and evaluation
- Oversee legal staff participation in community coalitions, organizations, networks, community development processes, law reform and systemic advocacy initiatives on behalf of women victims of violence

Client Services

- Provide summary legal advice to victims of domestic violence in the areas of family and criminal law and other areas of administrative law
- Advocate on behalf of clients with representatives from other legal service providers such as Legal Aid Ontario, Criminal Justice System personnel and others
- Receive and process client complaints

Research

- Research, interpret and assesses legal precedents for relevance to client cases
- Consult with members of the bar and other legal system professionals, experts in non-legal fields and community representatives to coordinate services, create efficiencies, identify emerging trends and create systemic responses to victims of violence
- Keep apprised and updated on case law, statutes, regulations and guidelines in areas of law relevant to the Clinic's legal programs and services.

Systemic Advocacy/Law Reform

- Participate in various external stakeholder advisory committees and on boards of directors of legal service organizations to represent and promote the interests of survivors of violence
- Work within Clinic communications objectives to comment on legal matters relevant to our clients

- Engage in a variety of law reform initiatives on behalf of the Clinic and in alliance with other social justice organizations to promote legislative and legal system change, including intervener applications to the Supreme Court of Canada
- Liaise with and advise other not-for-profit organizations and legal and non-legal service providers on issues relating to legal systems that impact on their clients and on their client cases
- Oversee the design and delivery of public legal education and professional development programs for the legal, health care and other professional and service providers.
- Design and manage a variety of community development projects undertaken by the legal department

Agency and Team Support

- Foster inter-departmental collaboration to ensure smooth operations of the Clinic and a quality level of service
- Consult with internal staff to provide responses to legal issues, concerns and questions
- Communicate with team members to share information, provide debriefing opportunities and resolve problems
- Recommend legal software and other legal resources
- Create and recommend legal department policies, protocols and practices in support of service and program delivery
- Participate in professional development programs to expand knowledge and skills
- Work collaboratively with and support diversity in women within the context of the Clinic
- Represent the Clinic in public fora and at events to promote the Clinic's mission and vision
- Establish a department planning process that includes developing short and long-term goals for the department and individual staff

Administration

- Prepare quarterly and year-end reports for funders
- Oversee cheque requisitions for legal expenditure.
- Oversee annual filings for the Law Society of Upper Canada and LAW Pro, ensuring the payment of annual fees and submission of annual reports.
- Oversee the confidential collection and storage of information and client data
- Oversee the confidential management of client files

Other

- Comply with Clinic and funder policies and procedures
- Performs other tasks as assigned by the executive director

CORE COMPETENCIES:

- Commitment to working collaboratively with and supporting women of diversity within the context of a diverse agency;
- Engagement in a self-reflective, ethical & collaborative practice that is non-judgmental and empathic and reflects the vision and mission statements of the Clinic;
- Incorporation of principles of diversity and equity in responding to the service needs of women;
- Commitment to working toward removing systemic barriers to women's independence and wellbeing;

- Excellent interpersonal, organizational, time-management and problem-solving skills; written and oral communication skills;
- Ability to work and support others in the context of a diverse environment;
- Ability to work independently and as part of a team in a multi-disciplinary environment;
- Be a self-starter, creative and highly motivated;
- Share ideas and differences in the spirit of collaboration and cooperation; and,
- Commitment to ongoing personal and professional development.

MINIMUM QUALIFICATIONS:

- Minimum of 5 years' experience as a lawyer
- Demonstrated management experience
- Understanding of legal and social issues of violence against women consistent with a feminist, anti-oppression analysis
- Commitment to working cooperatively in a woman-positive, multi-disciplinary, not for profit environment.
- Demonstrated innovation and initiative
- Strong consultation, facilitation, mediation and negotiation skills
- Analytical and strategic in thinking
- Demonstrated knowledge and experience with computer software including but not limited to: Word Excel, Outlook, PowerPoint, and PeopleSoft.
- Knowledge of the law related to family, immigration and administrative matters
- Member in good standing of the Law Society of Upper Canada

SALARY: This position's salary range is \$80,800- \$90,000 per annum. The position includes a comprehensive benefits package offered through a group plan as part of our United Way membership.

START DATE: Immediately

The Barbra Schlifer Clinic promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations. We thank all candidates for their interest. However, only those applicants selected for an interview will be contacted.

DEADLINE FOR APPLICATIONS: 5:00 pm Friday, June 17, 2019, or until a suitable candidate is found.

To apply, please submit your cover letter and resume by email in ONE attachment, as a PDF or Word Document to: hr@schliferclinic.com

Subject Title: Hiring Committee (Legal Director)

We wish to thank all applicants for their interest; however, only those selected for an interview will be contacted.

**In your cover letter, please indicate where you found our job posting.
NO PHONE CALLS, PLEASE.**