**COMMUNITY LEGAL WORKER/PARALEGAL**

INTAKE & CASEWORK

INCOME MAINTENANCE TEAM

SCLS is a non-profit community based legal clinic funded by Legal Aid Ontario. We provide clinic law services to low income individuals in a culturally diverse community. Our work includes individual case work, public legal education, law reform, and community development activities mainly in the areas of tenants’ rights, income maintenance law, immigration law, and workers’ rights.

We are looking for an enthusiastic community legal worker to join our income maintenance team.

**Duties and Responsibilities**

**Legal Work**

* Conduct intake for all income maintenance law matters except ODSP disability eligibility matters, including providing referrals as required
* Provide summary advice, brief services, and some casework for income maintenance law matters. This position will involve limited attendance at the Social Benefits Tribunal.
* Provide summary advice, brief services and casework in other areas of clinic law as required by the Executive Director
* Collaborate with the legal team on the management and conduct of cases through informal discussions and/or formal case conferences

**Law Reform & Community Organizing**

* Support law reform initiatives on income maintenance issues in collaboration with the Executive Director and the income maintenance law team
* Represent the clinic to community groups by providing resources and expertise on income maintenance law issues when requested by the Executive Director
* Write and present briefs to various levels of government on income maintenance law issues in collaboration with the income maintenance law team when requested by the Executive Director

**Public Legal Education (“PLE”)**

* Speak to community agencies and community members on housing law issues, clinic services, and other topics within expertise as required by the Executive Director
* Write, edit, and review clinic produced PLE materials on housing law issues, clinic services, and other topics within expertise as required by the Executive Director

**Qualifications and Experience**

* You must be a paralegal with 2 to 5 years’ experience in good standing of the Law Society of Upper Canada.
* You have a sound knowledge of the legislative scheme governing social assistance in Ontario, including the *Ontario Works Act* and *ODSP Act*.
* You have strong advocacy skills and the ability to evaluate legal issues and exercise sound judgment.
* You have a demonstrated commitment to social justice and working for positive social change on issues that affect low income individuals and groups.
* You have the strong communication and interpersonal skills that are needed to address the needs of clients from a variety of social and cultural backgrounds.
* You have a collaborative work approach and the ability to work well in a team based environment.
* Experience appearing before the Social Benefits Tribunal and/or other administrative tribunals or courts is an asset.
* Experience working on community outreach or public legal education initiatives is an asset.
* Knowledge in other areas of clinic law and the ability to speak a second language are assets.

**Terms of Employment**

This is a permanent full-time position and is part of OPSEU’s bargaining unit. The salary range is $62,000 - $66,500. The compensation package includes a comprehensive health and dental benefits package and membership in DBPlus CAAT pension plan.

**How to Apply**

**The deadline for applications is 5:00pm on Friday, March 11, 2022.**

All applicants are asked to submit a cover letter, resume, and the contact info for two professional references to Brad Evoy by email at [**evoyb@lao.on.ca**](mailto:evoyb@lao.on.ca)using the subject line “CLW Intake and Caseworker Position” only, or by regular mail to:

Attn: Hiring Committee

Scarborough Community Legal Services

695 Markham Road, Suite 9

Scarborough, ON M1H 2A5

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

SCLS welcomes applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*. Lived experience and intersectional identities are merit factors for hiring for this position.

We are committed to full compliance with the *Human Rights Code,* the *Accessibility For Ontarians With Disabilities Act,* the *Occupational Health and Safety Act*, and all other applicable legislation. We will provide accommodation during the hiring process upon request. Information received relating to accommodation measures will be addressed confidentially.