



Black Legal Action Centre

Suite 221 – 720 Spadina Avenue • Toronto • Ontario • M5S 2T9

4 July 2023

Staff Lawyer

The deadline for applications is **Friday, July 14, 2022 at 5:00pm**

About the Black Legal Action Centre (BLAC)

The Black Legal Action Centre (BLAC) is a not-for-profit corporation set up under the laws of Ontario in 2017. BLAC is a legal clinic that provides free legal services primarily to low and no-income Black Ontarians who are facing a legal issue related to anti-Black racism.

Qualifications and Experience

BLAC is looking for a lawyer with knowledge and experience in the areas of human rights, education, employment, housing, police complaints and other poverty law areas. The lawyer will be expected to provide advice, brief services and representation to Black people across the province. The lawyer will also be actively involved in public legal education, law reform, and community development initiatives related to anti-Black racism in education.

Applicants should meet the following qualifications:

- Lawyer member in good standing of the Law Society of Ontario
- Experience providing advice and/or representation in human rights and poverty law areas
- Demonstrated commitment to increasing access to justice and combatting anti-Black racism
- Ability to manage a high caseload independently in a high-pressure environment
- Effective research and oral and written advocacy skills
- Experience with law reform and community development initiatives is an asset
- Ability to deliver legal services in French is an asset

Compensation and Benefits

Salary range of **\$78,000 to \$88,400**, depending on year of call.

Employer-paid benefits package.

Website: www.blacklegalactioncentre.ca • Email: info@blac.clci.ca

Phone: 416-597-5831 • Toll Free: 1-877-736-9406

Correctional Facilities Toll Free: 1-877-279-0680



Application Process

BLAC encourages applications from people who identify as Black and those who are reflective of the diversity of Black communities, including people living with disabilities and those who are LGBTQ+. We will provide requested accommodations in accordance with Ontario's *Human Rights Code*.

Please send your Curriculum Vitae or Resume and a recent writing sample by email to BLAC's Legal Director at danette.edwards@blac.clcj.ca by **Friday, July 14, 2023 at 5:00pm**.

We thank all applicants in advance, but will contact only those candidates selected for an interview.

Staff Lawyer

Job Description

PURPOSE OF POSITION

Reporting to the Legal Director, the Staff Lawyer is responsible for the delivery of the clinic's legal services in the human rights, education, employment, housing, police complaints and other poverty law areas, including the provision of summary legal advice, brief services, and representation.

The Staff Lawyer will also be involved in test case litigation, the development of public legal education materials, and law reform initiatives, including community development.

MINIMUM HIRING REQUIREMENTS

- Lawyer member in good standing of the Law Society of Ontario (LSO)
- Experience in the areas of human rights and criminal law
- Demonstrated commitment to increasing access to justice for Black Ontarians and combatting anti-Black racism

ESSENTIAL SKILLS

- Ability to work effectively in an organization under the direction of a volunteer Board of Directors
- High ethical standards
- Excellent time-management skills and ability to multi-task and prioritize work
- Strong interpersonal and communication skills focused on building and maintaining positive relationships with staff, clients, volunteers and external stakeholders
- Attention to detail and problem-solving skills
- Ability to manage a high caseload independently
- Proficiency in MS Office (Word and Outlook); familiarity with web conferencing platforms, including Zoom

MAJOR DUTIES & RESPONSIBILITIES

Casework: Summary Legal Advice, Brief Services and Representation

- Provide high-quality legal aid services in a manner that complies with BLAC's vision, mission and policies
- Refer clients to appropriate legal, community, social or government agencies
- Prepare legal and other documents, including correspondence, forms, affidavits
- Interview clients to identify legal issues, assess merit and develop appropriate case strategies
- Assume primary responsibility for litigation files before courts and tribunals

- Comply with LSO and BLAC's office policies
- Supervise support staff and students in providing legal information and referrals

Public Legal Education/Outreach/Community Development

- Prepare materials for and participate in BLAC's public legal education, outreach and community development activities
- Participate on committees

Law Reform/Research

- Conduct research and develop litigation strategies to assist clients and to promote BLAC's law reform goals
- Remain informed about changes to relevant areas of law and prepare briefs and responses to new legislation and policy
- Participate on committees

Administration

- Assist in preparation of legal services reports for BLAC's Board of Directors
- Attend legal team and staff meetings
- Identify continuing professional development needs and meet LSO's CPD requirements
- Document and maintain appropriate records of services provided

WORKING CONDITIONS

- Able to travel throughout Ontario
- Evening and weekend work as required, including overnight travel
- Likely to regularly be subject to emotional situations
- High volume of contacts and requirement to multi-task
- Use of electronic equipment and information technology
- Work-from-home permitted, with office attendance for meetings (subject to future operational requirements)
- Other duties as assigned by Legal Director