

**Kinna-aweya Legal Clinic  
Job Description  
Co-ordinator of Legal Services**

**EDUCATION/EXPERIENCE**

- LL.B, called to the Bar in Ontario. Relevant experience in law specifically related to clinic services is desirable. Managerial and administrative experience and skills are essential.

**JOB SUMMARY**

- The Co-ordinator of Legal Services is responsible for supervision of all legal assistance provided by the Clinic. As a part of her supervision function, she is also responsible for assessing and meeting the training needs of the staff. The Co-ordinator of Legal Services assists in the administration of the Clinic, as well as carrying a caseload. She does community legal education and outreach, law reform and lobbying and is library co-ordinator and public legal education co-ordinator for the Clinic. The Co-ordinator of Legal Services assists the Northern Regional Clinics Association and Legal Aid Ontario staff with regional and provincial clinic issues.

**MAJOR RESPONSIBILITIES**

• Supervision	20%
• Training	12%
• Casework/Intake	26%
• Administration	23%
• Community Education/Outreach	5%
• Special Projects	1%
• Library Co-ordinator	1%
• Travel	5%
• Regional and Provincial Issues	<u>7%</u>
	100%

**SUPERVISION**

- Assumes responsibility for all legal advice and casework performed by the legal staff.
- Provides day-to-day supervision and management of case and workload assignment and ensures equitable distribution of work among staff.

- Directly supervises the staff lawyers and one community legal worker and ensures that the staff lawyers provide adequate supervision to the other CLWs.
- Responsible for effective case consultation and for ensuring that regular file reviews are carried out for all staff.
- Ensures that the high quality of legal services provided by the Clinic is maintained.
- Supervises one branch office CLW which includes review of all summary advice and file activity and travel to the branch office for regular complete file reviews.
- Prepares annual evaluations for the staff lawyers and the CLW that she supervises.

## **TRAINING**

- Assesses training and develops and implements regular internal training programs for legal staff.
- Participates in the Northern Regional Training Executive Director's group to facilitate development and implementation of regional training.

## **ADMINISTRATION**

- Assists the Board in the development of policy and ensures that legal policies developed by the Board are implemented.
- Assists in development of goals and objectives, implementation and assessment.
- Responsible for ensuring adherence to financial and policy guidelines in determining whether prospective clients are eligible for clinic services.
- Schedules and chairs regular staff meetings.
- Attends and reports at Board meeting and assists Board Committees as required.
- Co-ordinates the annual evaluations of all legal staff for review by the Board.
- Maintains the disbursement and trust accounts in accordance with the Law Society of Upper Canada and Clinic Funding Certificate standards.
- Completes monthly time sheets and written reports to the Board.
- Assists in the completion of the annual funding application.

## CASEWORK

- Does intake as holiday relief and as required.
- Carries a moderate caseload of active files primarily in the areas of Tenant/Landlord, Social Assistance, and Employment Insurance.
- Casework duties include client interviews, legal research, drafting documents, case preparation, negotiation and formal advocacy.

## COMMUNITY EDUCATION/OUTREACH

- Shares in the community education work done in Thunder Bay and does presentations in her areas of expertise throughout the catchment area.
- Sits on several local committees assisting in community development.
- Liaises with the private bar through committee work with the Thunder Bay Law Association.

## LIBRARY CO-ORDINATOR

- Co-ordinates acquisitions and approves expenditures.
- Supervises the library technician who updates loose-leaf services, and catalogues and shelves the collection.

## REGIONAL AND PROVINCIAL ISSUES

- Assists the Northern Regional Training association in responding to regional issues.
- Participates in provincial committees and activities as appropriate.

## HUMAN RELATIONS SKILLS

- **Oral Communication Skills:** Significant communication skills required throughout each working day. Represents the clinic in dealings with clients, representatives of government agencies, Legal Aid Ontario staff, Clinic Board members and the general public. Significant requirement to resolve interpersonal conflicts, mediate disputes and ensure the positive morale of all staff members. Frequently required to

negotiate with other agencies on behalf of the clinic. Constantly required to meet with clients and provide legal services.

- **Written Communication Skills:** Administrative responsibilities require the composition and completion of a wide variety of documents on an ongoing basis. Must write legal briefs and submissions, and correspond with other agencies. Requires ability to communicate complex issues in a concise manner. Required to produce research papers related to clinic legal issues, community needs, etc.

## **PHYSICAL AND MENTAL EFFORT REQUIREMENTS**

- **Physical Effort**

Physical demands are limited - prolonged periods of sitting, visual concentration while preparing documents. Significant hand/eye coordination required when preparing documents.

- **Mental Effort**

Significant mental demand - legal analysis, research, case conferences, file reviews, etc. Often required to set priorities and meet difficult time deadlines. Must develop solutions to a wide variety of administrative problems or difficulties. Prolonged periods of concentration required on a daily basis while interviewing clients, working on files and representation of clients in court or tribunal.

- **Working Conditions**

Meets directly with the public on an ongoing basis. Subject to emotional situations, verbally hostile clients. Frequently required to travel. Works in private office.

## **ACCOUNTABILITY**

- The Co-ordinator of Legal Services functions as part of the management team with the Director of Administration and is accountable to the Board of Directors for the performance of all duties.