

**KINNA-AWEYA LEGAL CLINIC**  
**Job Description**  
**Director of Administration**

**EDUCATION/EXPERIENCE**

- Post-secondary degree or diploma, and a minimum of three years related experience. Managerial and administrative experience and skills are essential.

**JOB SUMMARY**

- The Director of Administration is responsible for the financial and administrative operations of the clinic. She acts as a resource for all staff and the Board of Directors concerning administrative, financial, general clinic matters, including policy implementation and development, and represents the clinic in the community. The Director of Administration supervises all support staff and ensures all other staff meet administrative deadlines and requirements as outlined by the Board of Directors. The Director of Administration works with the Coordinator of Legal Services to comprise the Management Team for the clinic.

**MAJOR RESPONSIBILITIES**

- |   |           |
|---|-----------|
| • Administration                            | 40%       |
| • Financial Management                      | 30%       |
| • Human Resources                           | 10%       |
| • Public Relations/Outreach                 | 5%        |
| • Special Projects                          | 5%        |
| • Training                                  | 5%        |
| • Casework/Community Development/Organizing | <u>5%</u> |
|   | 100%      |

**ADMINISTRATIVE**

- Informs the Board of Directors on all essential matters of operation for sound policy decisions and to enable the clinic to more completely fulfill its mandate.
- Identifies policy deficiencies and makes recommendations to the Board of Directors as appropriate. Assists the Board in developing policies, and implements, administers, and monitors all Board administrative policies.
- Maintains Board of Directors records, including minutes of Board meetings.
- Evaluates clinic progress against objectives as set out by the Board of Directors.

- Attends and reports at all Board of Directors meetings, and assists Board committees as required.
- Completes written reports to the Board.
- Coordinates and chairs clinic staff committees.
- Acts as a resource to all staff concerning administrative and general clinic matters, and ensures that activity reports, time sheets, and monthly reports are submitted by staff in full and on time.
- Reviews Board correspondence and channels or responds.
- Coordinates the Annual General Meeting, Board of Directors meetings, and Board committee meetings, and prepares the agenda and related information packages.
- Coordinates and may attend all Area Community Meetings.
- Consults with the Board of Directors and the Co-ordinator of Legal Services to establish priorities of the clinic and delegates resources as appropriate.

#### **FINANCIAL MANAGEMENT**

- Ensures all financial reports and records are prepared, completed and maintained, as required by the Board of Directors and Legal Aid Ontario.
- Prepares portions of the annual funding application and responds to the annual offer of funding.
- Lobbies and negotiates with Legal Aid Ontario and other agencies as appropriate.
- Identifies monetary concerns and makes recommendations to the Board.
- Develops and implements financial policies.
- Ensures adherence to Legal Aid Ontario funding conditions.
- Supervises the bookkeeper and ensures that proper bookkeeping methods are followed.
- Coordinates the annual financial audit of the clinic.
- Oversees financial operations of community and government projects under the responsibility of the clinic.

## **HUMAN RESOURCES**

- Implements, administers and monitors all Board personnel policies.
- Assists the Board of Directors in defining performance standards and criteria for staff and prepares appropriate evaluation forms.
- Assists assigned lawyers in supervising branch office Community Legal Workers, focusing on administrative, financial, and personnel matters.
- Supervises the support staff in Thunder Bay and the part-time support staff in the branch offices, and prepares and conducts their annual performance in valuations.
- Coordinates and participates in all employee hiring and termination processes, and is responsible for hiring and terminating contract and part-time staff.
- Supervises summer students and people on job placement.
- Assists in maintaining harmonious staff relations.

## **PUBLIC RELATIONS/OUTREACH**

- Identifies and, where appropriate, responds to community needs and trends.
- Liaises with other organizations, clinics, Legal Aid Ontario, clinic members and the general public.
- On behalf of the Board of Directors, responds to requests for media interviews.
- Investigates and resolves client complaints fairly and appropriately.
- Public speaking at seminars, workshops and meetings to provide information regarding clinic services.
- Develops and maintains a good working relationship with Legal Aid Ontario and other appropriate agencies.
- Sits on the Executive of several local committees, including the Native Interagency Council and the Lakehead Social Planning Council.
- Participates in community events, activities, and committees as a representative of the clinic.

## **SPECIAL PROJECTS**

- Participates in and is responsible for appropriate special projects as needed.

## **TRAINING**

- Develops and provides training on an as-needed basis for internal training sessions.
- Attends the Regional Training association's Executive Director's meetings, regional training sessions, and other sessions as appropriate.
- Responsible for personal professional development, skills development and training on an ongoing basis.
- Identifies and assesses training needs for support staff.
- Coordinates, develops, and implements training for new support staff.

## **CASEWORK/COMMUNITY DEVELOPMENT**

- Carries a small caseload of active files primarily in the area of community development and community outreach.
- Conducts research related to community issues.
- Assists community groups in preparation of briefs and related material for submission to a variety of government agencies, public meetings, etc.
- Casework activities include interviewing clients, research, file documentation, preparing correspondence and reports.

## **Oral Communication Skills**

- Significant communications skills required throughout each working day. Represents the clinic in dealings with representatives of government agencies, Legal Aid Ontario, clinic members, Board of Directors and the general public. Significant requirement to resolve interpersonal conflict, mediate disputes and ensures positive morale of all staff members. Frequently required to negotiate with other agencies on behalf of the clinic.

**Written Communication Skills**

- Administrative responsibilities require the composition and completion of a wide variety of documents on an ongoing basis. Must write policies, funding applications 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 issues, community needs, etc.

**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 - analysis, research, etc. Often required to set priorities in the difficult time deadlines. Must develop solutions to a wide variety of administrative problems or difficulties. Prolonged periods of concentration required on a daily basis

**Working Conditions**

- Meets directly with the public on an ongoing basis. Occasionally subject to emotional situations. Frequently required to travel. Works in private office.

**ACCOUNTABILITY**

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