

CONNECTING OTTAWA
290 Dupuis Street
Ottawa ON K1L 1A2
www.connectingottawa.com

**Connecting
Ottawa**

Effective communication
Accessible justice

**Connexion
Ottawa**

Communication effective
Justice accessible

A PROJECT OF



CONNECTING OTTAWA
Is looking for an experienced
LAWYER or PARALEGAL
(One Contract Full-Time position OR Two Contract Part-Time positions)
Start Date: October, 2021 or to be negotiated
Salary: \$72,000 - \$75,000 per year (dependent on experience)

Apply by: September 17, 2021 at 16:00
Apply to: gina@connectingottawa.com

- The Connecting Ottawa project has been funded as an Access to Justice initiative of the Law Foundation of Ontario since 2012.
- Our mandate is to improve access to justice for Ottawa residents who speak neither English nor French or who have difficulty communicating due to sensory impairments, speech, or language disorders.
- We fulfill our mandate by working closely with front-line community workers and other trusted intermediaries to develop their capacity to provide appropriate legal information and referrals for clients within these target populations. Our partnership network currently consists of over 50 community, legal, immigration, disability, and social services agencies.
- In particular, the lawyer or paralegal advises and consults with front-line staff at partner organizations throughout Ottawa about their clients' legal issues/needs. Working with caseworkers and their clients, or just with the client's caseworker, the lawyer or paralegal provides case management support, legal advice/assistance as determined on a case-by-case basis, and/or legal information and referrals. Connecting Ottawa lawyers or paralegals do not provide legal services directly to clients and do not represent clients before administrative tribunals or in court.
- The lawyer or paralegal also conducts public legal education and information sessions and creates legal information materials that are relevant to Connecting Ottawa's target populations.
- The lawyer or paralegal contributes to data collection and analysis and reports regularly to the project's Advisory Group.
- Employees of the project have office space at la Clinique juridique francophone d'Ottawa within le Centre des services communautaires Vanier. However, most of the lawyer's or paralegal's work can be performed remotely or at partnership agencies as required.

Requirements

- Law Degree or Paralegal diploma and a minimum 2 years' experience since your call to the Bar.
- Membership in good standing with the Law Society of Ontario.
- Demonstrated experience in one or more of the following areas of law: refugee and immigration law (preferred), criminal law (as it relates to low-income populations), family law, human rights law, health and disability law, and/or wills and estate law (as it relates to low income populations).
- Knowledge of intersecting areas of immigration law/criminal law/family law/human rights law in Ontario and Canada.
- Demonstrated experience in legal research, legal analysis, and plain language writing.
- Knowledge of administrative tribunal and court processes is an asset.
- Excellent knowledge of services that facilitate access to justice for persons with disabilities and cultural/linguistic minorities, and a general knowledge of community resources and cultural patterns in the Ottawa area.
- Experience developing and delivering public legal education and information workshops and materials.
- Experience serving linguistic minorities and persons who face barriers to communication because of a disability; and experience with interdisciplinary and cross-cultural practice.
- Proven capabilities as a collaborative team member with the ability to work independently.
- Commitment to working closely with community-based organizations.
- Proven effectiveness as a problem solver.
- Ability to build relationships, strong verbal and written skills, focus on best and strength-based practices, , and a strong ability to generate positive opportunities are all essential to making this position fun and exciting.
- Competency in computer software and mobile technologies.
- High competency in English essential; bilingual in French is preferred. Knowledge of another language is an asset.

Application

The position is offered as either a one-year contract to one fulltime individual or to two part-time individuals, renewable each year upon confirmation of funding from the Law Foundation of Ontario. We offer an attractive salary and benefit package.

If you meet the above qualifications, are well-organized, and want to be part of a dynamic and innovative project, please forward a resumé and covering letter that clearly indicates whether you are applying for a full-time or part-time position and describes how your knowledge and experience meets our requirements, to the attention of:

Gina Grosenick, Project Manager
c/o Community Legal Services of Ottawa
406-1355 Bank Street, Ottawa ON K1H 8K7
Email: gina@connectingottawa.com

Please no phone calls. Only those selected for an interview will be contacted.

Deadline for Applications: Friday, September 17, 2021 at 4:00 PM.

Connecting Ottawa welcomes applications from disadvantaged and marginalized communities. We encourage applications from people who are reflective of the communities we serve, and seek applicants from equity seeking groups, including but not limited to individuals who are First Nations, Inuit or Metis descent, persons with disabilities, members of racialized communities, and women. Accommodation is available under the *Ontario Human Rights Code*.