



LEGAL CLINIC PARALEGAL SOUGHT

We are passionate about social justice and dedicated to superb client service. If you are interested in working hard at meaningful work as part of a collaborative team, this is the place for you! This work is very challenging but brings great satisfaction. The people we serve desperately need our help and we need to bring our top game to the job each and every time. The stakes are high for our clients.

We are looking for a paralegal to join our team, providing services to Ontario Disability Support Program (ODSP) clients. You will be working with a dedicated team handling ODSP applications, appeals and medical reviews.

North Peel & Dufferin Community Legal Services is a community legal clinic providing free legal services for persons with low incomes in Brampton, Caledon and Dufferin County: see www.NorthPeelDufferinJustice.ca. Our geographic area includes a fast growing, extremely diverse urban area and sparsely occupied rural areas. This position involves service across a large geographic area. It is a job requirement to be licensed to drive and to have a vehicle for work travel. The position involves a mix of in-office and work from home (or working completely in the office, if you prefer).

This position will include the provision of advice, representation at the Social Benefits Tribunal, public legal education, community development and law reform.

Qualifications Include:

- Membership in good standing with the Law Society of Ontario as a paralegal.
- Commitment to social justice.
- Commitment to working within an Anti-Racism, Anti-Oppression, client-centred, trauma-informed practice.
- Commitment to the delivery of high quality legal services to disadvantaged individuals and groups.
- Strong legal, advocacy and communications skills.
- A self-starter who is able to manage multiple priorities in a high volume service delivery environment.
- Ability to work effectively as part of a team.
- Community legal clinic experience is highly desirable.
- Capacity to work in French an asset, as is the ability to speak languages relevant to the communities we serve.

Salary will be in the range of \$61,000 to \$65,000, based on the level of experience. A health benefits package and pension plan are also provided.

We are an equal opportunity employer, committed to equity, diversity and inclusion. We welcome applications from disadvantaged and marginalized communities. We encourage applications from people who are reflective of the communities that we serve.

Applications should include a resume and be in the format of a single PDF. Send by email to Jack.Fleming@npdcls.clcj.ca by 5:00 p.m. on **Wednesday, July 12, 2023**. We thank all applicants, but only applicants selected for an interview will be contacted.