



LEGAL CLINIC PARALEGAL SOUGHT 18 Month Parental Leave Position

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. There is the possibility of having to work in other areas of clinic law. **This temporary position commences 2026 September 28 and goes until 2028 March 31.**

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.

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: 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. 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 licensed 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, particularly with ODSP
- Capacity to work in French an asset, as is the ability to speak languages relevant to the communities we serve.

The annual salary will be in the range of \$64,000 to \$67,000, based on the level of experience. A health & dental benefits package is 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@npgdcls.clcj.ca.

Applications will be considered on a rolling basis, up until 2026 September 10. Interviews will take place as applications are received and a hiring decision could be made at any time without waiting for further applications. We thank all applicants, but only applicants selected for an interview will be contacted.