



**COMMUNITY LEGAL SERVICES OF OTTAWA
SERVICES JURIDIQUES COMMUNAUTAIRES D'OTTAWA**

Community Legal Services of Ottawa / Services juridiques communautaires d'Ottawa is a community legal clinic, funded by Legal Aid Ontario. We provide legal services for the low-income residents of Ottawa, as well as community development, law reform, legal education and outreach initiatives.

We are seeking a full-time caseworker for our downtown Ottawa office, to start in December. The staff member will advise clients about legal issues involving income support programs (Ontario Disability Support Program; Ontario Works; Canada Pension Plan; Employment Insurance) and housing issues for tenants; represent clients in administrative tribunal hearings; and engage in community development, law reform and public legal education initiatives.

Qualifications and Experience

- Lawyer or paralegal with Law Society of Ontario license in good standing
- A minimum of one year of legal advocacy experience for vulnerable individuals
- Community development experience
- Capacity to work in French is required. Fluency in other languages spoken by our clients is an asset.
- Excellent oral and written advocacy skills
- Strong interpersonal skills and ability to work collaboratively
- Ability to handle multiple priorities and work in a high-volume environment
- Ability to supervise students

Application Deadline: Friday, October 29, 2021 at 5:00 p.m.

The salary range is \$65,500 to \$85,000 commensurate with training and experience.

Please send a cover letter and resumé by email to sprouls@lao.on.ca:

Sarah Sproule, Director of Legal Services
Community Legal Services of Ottawa / Services juridiques communautaires d'Ottawa
1 Nicholas Street, Suite 422
Ottawa, ON K1N 7B7

We welcome applications from Indigenous peoples, people of colour, people living with disabilities and other historically disadvantaged groups. We are committed to equity, diversity and inclusion. We will provide accommodation during the hiring process upon request. All information relating to accommodation measures will be addressed confidentially.

We thank all applicants but we will only contact candidates selected for an interview.