



**LEGAL ASSISTANT OGD-026-004**  
**OGWADENI:DEO**  
**PERMANENT FULL TIME**

Applications will be received by Ogwadeni:deo up to 4:00 pm on May 19, 2026, for the Legal Assistant position with Ogwadeni:deo. The Job Posting and Job Description are also available for printing from the [www.greatsn.com](http://www.greatsn.com) website.

**Ogwadeni:deo offers:**

- ✓ **100% employer Paid Extended Health & Dental Benefits** with **Greenshield** as our provider our plan includes:
  - ✓ Extended Health **single and family coverage**
  - ✓ **Life and Dependent** life Insurance
  - ✓ **\$ 1,500.00** Annual **Health Care Spending Account**
  - ✓ **100% paid Employer Long Term Disability** with Desjardins as our provider
  - ✓ **Vacation plans starting at four (4) weeks**, with recognition of years of service from previous Child Welfare experience
  - ✓ **Fourteen (14)** additional designated paid days (Statutory included)
  - ✓ Industry leading wages with recognition of previous position experience for wage grid placement
  - ✓ OMERS Defined Benefit Pension Plan

The Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through Ogwadeni:deo website [Get Involved – Ogwadeni:deo \(ogwadenideotco.org\)](http://ogwadenideotco.org).

- ✓ **NO LATE APPLICATIONS ACCEPTED**
- ✓ **Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**
- ✓ **We thank all applicants for your interest, however, only those applicants receiving interviews will be contacted**

**JOB SUMMARY:**

The Legal Assistant is responsible for assisting Legal Counsel provide comprehensive legal consultation, representation and training for Ogwadeni:deo Community Commission Members, Management and staff in all matters related to the execution of its designation under the *Child, Youth and Family Services Act (CYFSA)* as set out more specifically in the Ogwadeni:deo operating policies, procedures and standards accepted by Ontario (including any negotiated exemptions from the Act and/or Regulations) and for any other related duties that may be assigned by Legal Counsel.

<b>Type</b>	<b>FULL TIME</b>
<b>Closing Date</b>	<b>May 19, 2026</b>
<b>Term:</b>	<b>Permanent</b>
<b>Hours of Work</b>	<b>35 hours per week</b>
<b>Wage</b>	<b>\$ 61,000.00 to \$ 77,600.00 per annum</b>

**BASIC QUALIFICATIONS:**

- **Must have completed a Law Clerk or Court & Tribunal College Diploma Program and at least two or more years' experience in a family law practice or Family Court System; OR have other educational and personal qualifications together with experience that, in the opinion of Legal Counsel and the Director constitute adequate and suitable preparation for the position**
- **Must pass a criminal reference check**
- **Will be First Nations in preference to other applicants.**

Insert Finalized Date



**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method # 1: OGWADENI:DEO IN PERSON DROP OFF – Applications must include all of the following:**

1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Photocopy of your education diploma/degree/certificate and transcript.
4. Place all documents listed above in a sealed envelope and mail to or drop off at:

**LEGAL ASSISTANT OGD-026-004  
OGWADENI:DEO  
PERMANENT FULL TIME  
ATTN: David Walpole  
2469 Fourth Line  
Ohsweken, Ontario N0A 1M0  
Business Hours Monday to Friday 8:30 am to 4:00 pm**

**Method #2: EMAIL SUBMISSION**

1. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
2. Please email application package [careers@ogwadenideotco.org](mailto:careers@ogwadenideotco.org)
  - a. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance please reach out to David Walpole, Human Resources Manager Projects Officer, Human Resources at 519-445-1834 ext. 4554 or via email at [careers@ogwadenideotco.org](mailto:careers@ogwadenideotco.org).

**Method #3: Online**

1. Please visit: [Get Involved – Ogwadeni:deo \(ogwadenideotco.org\)](http://ogwadenideotco.org) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
  1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
  2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  3. Copy of your education diploma/degree/certificate and transcript.

If you have any questions or need assistance, please reach out to Ogwadeni:deo Human Resources at 519-445-1864 or via email at [careers@ogwadenideotco.org](mailto:careers@ogwadenideotco.org)



**LEGAL ASSISTANT - JOB AD/JOB DESCRIPTION – OGD-026-004**

OGWADENI:DEO  
Taking Care of Our Own

<b>TITLE OF IMMEDIATE SUPERVISOR:</b>	<b>DIRECTOR OF SERVICES</b>	<b>TEAM:</b>	<b>LEGAL</b>
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**MISSION**

**WE ARE DEDICATED TO ASSUME OUR RESPONSIBILITIES FOR TAKING CARE OF CHILDREN IN PARTNERSHIP WITH THE COMMUNITY:**

- **BY STRENGTHENING FAMILIES THROUGH HEALING AT HOME AND IN THE COMMUNITY,**
- **BY PRACTICING CLIENT CENTERED APPROACHES,**
- **BY HONOURING THE FAMILY OF ORIGIN,**
- **BY VALUING, UPHOLDING AND BRINGING FORWARD OGWEHON:WE/HAUDENOSAUNEE/INDIGENOUS KNOWLEDGE AS FOUNDATIONAL PRACTICES OF FAMILY WELLNESS, AND**
- **BY RESPECTING THE EXPERTISE WITHIN THE COMMUNITY.**

**WE WILL DEMONSTRATE KINDNESS AND UNDERSTANDING TO REINFORCE OGWEHON:WE VALUES IN THE PRACTICES OF DELIVERING, MANAGING AND ADMINISTERING OUR SERVICES. WE STRENGTHEN THE RELATIONSHIPS OF WOMEN AND MEN IN A GENDER BALANCED DEVELOPMENT OF FAMILY SYSTEMS.**

**PURPOSE OF THE ROLE**

**THE LEGAL ASSISTANT IS RESPONSIBLE FOR ASSISTING LEGAL COUNSEL PROVIDE COMPREHENSIVE LEGAL CONSULTATION, REPRESENTATION AND TRAINING FOR OGWADENI:DEO COMMUNITY COMMISSION MEMBERS, MANAGEMENT AND STAFF IN ALL MATTERS RELATED TO THE EXECUTION OF ITS DESIGNATION UNDER THE *CHILD, YOUTH AND FAMILY SERVICES ACT (CYFSA)* AS SET OUT MORE SPECIFICALLY IN THE OGWADENI:DEO OPERATING POLICIES, PROCEDURES AND STANDARDS ACCEPTED BY ONTARIO (INCLUDING ANY NEGOTIATED EXEMPTIONS FROM THE ACT AND/OR REGULATIONS) AND FOR ANY OTHER RELATED DUTIES THAT MAY BE ASSIGNED BY LEGAL COUNSEL.**

**MAJOR POSITION RESPONSIBILITIES**

- RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AND YOUTH**
- **GATHERS INFORMATION AS DIRECTED AND DRAFTS COURT DOCUMENTS; COMMISSIONS AFFIDAVITS AND OTHER DOCUMENTS**
  - **DRAFTS PROPOSED COURT ORDERS FOR REVIEW AND APPROVAL BY OGWADENI:DEO LEGAL COUNSEL AND STAFF**
  - **REVIEWS ALL DRAFT DOCUMENTS PRIOR TO SENDING TO LEGAL COUNSEL, ENSURING THAT ALL REQUIRED INFORMATION IS CONTAINED AND THAT LEGAL TERMINOLOGY AND REFERENCES ARE USED WHERE NEEDED**
  - **SUBMITS DOCUMENTS, ONCE APPROVED BY LEGAL COUNSEL, TO COURT FOR SEALING, AND TRACKS AND DISTRIBUTES COURT ORDERS TO ALL PARTIES INVOLVED**
  - **FILES DOCUMENTS WITH THE ONTARIO COURT OF JUSTICE**
  - **ENSURES THAT ALL DOCUMENTS REQUIRED FOR COURT APPEARANCES ARE SERVED ON THE PARTIES INVOLVED AND FILED IN ACCORDANCE WITH THE TIMELINES SPECIFIED IN THE *FAMILY LAW RULES***
  - **COMPLETES OR ENSURES COMPLETION OF AFFIDAVITS OF SERVICE FOR DOCUMENTS SERVED ON OTHER PARTIES, AS WELL AS COMPLETES AFFIDAVITS DISPENSING WITH SERVICE, WHEN NECESSARY.**

Insert Finalized Date



**RESPONSIBILITIES TO OGWADENI:DEO THE AGENCY**

- MAINTAINS AND UPDATES THE CONTINUING RECORD AND ENSURES IT'S CONSISTENT WITH THE COURT RECORD
- GATHERS DISCLOSURE AND PROVIDES TO LEGAL COUNSEL TO REVIEW PRIOR TO RELEASE
- MANAGES THE LEGAL PORTION OF CASE FILES INCLUDING BUT NOT LIMITED TO MAINTAINING UP TO DATE LEGAL INFORMATION/FORMS, ENSURING THAT OGWADENI:DEO AND COURT RECORDS ARE IDENTICAL ETC.
- RESPONDS TO TELEPHONE CALLS/E-MAILS AND HANDLES ROUTINE INQUIRIES FROM OTHER COUNSEL, CHILDREN'S AID SOCIETIES, AND OTHER PROFESSIONALS REGARDING COURT CASES
- ASSISTS WITH THE PREPARATION OF MINUTES OF SETTLEMENT AND SETTLEMENT/COURT CONFERENCE BRIEFS
- FOLLOWS UP ON POST COURT INSTRUCTIONS FROM LEGAL COUNSEL, AS ASSIGNED IN COURT ENTRY SHEETS
- ENSURES ADEQUATE SUPPLIES ARE AVAILABLE FOR LEGAL PURPOSES
  
- REVIEWS LEGAL-RELATED EXPENDITURES MONTHLY AND REPORTS YEAR-TO-DATE STATUS AGAINST LEGAL SERVICES BUDGET ALLOCATION TO LEGAL COUNSEL.
- TRACKS AND REVIEWS STATISTICAL DATA OF THE LEGAL DEPARTMENT FOR THE ANNUAL REVIEW OF THE AGENCY AND MINISTRY.
- DRAFTS AND TYPES A VARIETY OF MATERIAL INCLUDING CORRESPONDENCE, MEMORANDUMS, AND EMAILS ON A REGULAR BASIS ON OWN INITIATIVE AND/OR FROM HANDWRITTEN DRAFTS PROVIDED BY LEGAL COUNSEL
- SCHEDULES COURT DATES WITH COURT STAFF WITH RESPECT TO BRINGING A CHILD TO A PLACE OF SAFETY AND OTHER MATTERS.
- RECORDS MEETING MINUTES WHEN REQUIRED BY THE LEGAL COUNSEL.
- ACTS AS A ROLE MODEL AND REPRESENTS AND PROMOTES OGWADENI:DEO IN A COURTEOUS, COOPERATIVE AND PROFESSIONAL MANNER.
- ENSURES THE EFFECTIVE IMPLEMENTATION OF OTHER RELATED DUTIES AS DETERMINED BY THE SUPERVISOR.

**KNOWLEDGE, EXPERIENCE & SKILLS  
REQUIRED**

**BASIC/MANDATORY REQUIREMENTS**

- MUST HAVE COMPLETED A LAW CLERK OR COURT & TRIBUNAL COLLEGE DIPLOMA PROGRAM AND AT LEAST TWO OR MORE YEARS' EXPERIENCE IN A FAMILY LAW PRACTICE OR FAMILY COURT SYSTEM; OR HAVE OTHER EDUCATIONAL AND PERSONAL QUALIFICATIONS TOGETHER WITH EXPERIENCE THAT, IN THE OPINION OF LEGAL COUNSEL AND THE DIRECTOR CONSTITUTE ADEQUATE AND SUITABLE PREPARATION FOR THE POSITION
- MUST PASS A CRIMINAL REFERENCE CHECK
- MUST HAVE A VALID CLASS 'G' DRIVER'S LICENSE
- MUST BE WILLING TO WORK FLEXIBLE HOURS
- WILL BE NATIVE IN PREFERENCE TO OTHER APPLICANTS.

**KNOWLEDGE REQUIREMENTS**



## LEGAL ASSISTANT - JOB AD/JOB DESCRIPTION – OGD-026-004

OGWADENI:DEO  
Taking Care of Our Own

- MUST HAVE KNOWLEDGE OF THE CHILD, YOUTH FAMILY SERVICES ACT AND OTHER RELEVANT LEGISLATIVE REQUIREMENTS, AS THEY RELATE TO THE DELIVERY OF SERVICE BY LEGAL COUNSEL
- MUST HAVE DETAILED KNOWLEDGE OF THE RULES OF CIVIL PROCEDURES AND THE FAMILY LAW RULES
- MUST BE KNOWLEDGEABLE RESPECTING SIX NATIONS' CULTURES AND THE CULTURES OF FAMILIES OF OTHER FIRST NATIONS WHO RESIDE IN THE DESIGNATED SERVICE DELIVERY AREA
- MUST BE FAMILIAR WITH TRADITIONAL METHODS OF DISPUTE RESOLUTION
- MUST BE THOROUGHLY FAMILIAR WITH OGWADENI:DEO FRAMEWORK AND OPERATIONAL POLICIES AND PROCEDURES
- MUST HAVE A BASIC KNOWLEDGE OF THE USE OF INFORMATION SYSTEMS.

### ABILITY REQUIREMENTS

- ABILITY TO RELATE EFFECTIVELY TO OGWADENI:DEO COMMUNITY COMMISSION MEMBERS, MANAGERS, SUPERVISORS AND STAFF, THE MANAGEMENT AND STAFF OF THE COURTS, OF OTHER PROGRAMS/AGENCIES AND OF PROVINCIAL/FEDERAL OFFICIALS AS A DIPLOMATIC AND FLEXIBLE TEAM PLAYER
- EXCELLENT WRITTEN AND VERBAL COMMUNICATIONS SKILLS IN PREPARING CORRESPONDENCE AND LIAISING WITH OTHER STAFF, EXTERNAL LEGAL COUNSEL, THE COURTS, OTHER CAS'S AND OTHER ORGANIZATIONS
- STRONG ORGANIZATIONAL SKILLS TO MANAGE A VARIED WORKLOAD, ESTABLISH PRIORITIES AND DEAL WITH A VARIETY OF COMPETING DEADLINES
- ABILITY TO EXERCISE INITIATIVE, DEAL WITH MULTIPLE PRIORITIES AND DEMONSTRATE SOUND JUDGMENT
- ADVANCED WORKING KNOWLEDGE OF MS OFFICE WITH THE ABILITY TO LEARN NEW SOFTWARE RELEVANT TO LEGAL SERVICES
- ORGANIZE, PLAN, PRIORITIZE AND MULTI-TASK AND BE ACCOUNTABLE FOR HER/HIS OWN ACTIONS AND DECISIONS WITHIN THE SCOPE OF THE POSITION - REFERRING ISSUES/PROBLEMS/EVENTS TO LEGAL COUNSEL AS REQUIRED.
- ANALYZE INFORMATION, PROBLEM-SOLVE AND MAKE SOLID RECOMMENDATIONS
- DEAL WITH HIGHLY SENSITIVE AND PERSONAL INFORMATION IN A CONFIDENTIAL MANNER

### SPECIFIC WORKING CONDITIONS & REQUIREMENTS

- THIS POSITION, SINCE IT INVOLVES DISPUTES THAT ARE TAKEN TO FAMILY COURT AND SOMETIMES REQUIRES WORK BE COMPLETED IN CRISIS OR EMERGENCY SITUATIONS, INVOLVES CONSIDERABLE MENTAL AND EMOTIONAL STRESS. THE SALARY WILL INCLUDE LOCAL TRAVEL/MILEAGE UP TO AND INCLUDING 5 KM AND WILL ALSO INCLUDE TRAVEL TO OTHER OGWADENI:DEO SITES OF WORK.

Insert Finalized Date