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Duty Counsel - Criminal and Family (20 months)



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Union:

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Job Number: J0926-0533

Job Title: Duty Counsel - Criminal and Family (20 months)

Job Type: Contract

Contract Duration (months): 20

City, Province, Country: Simcoe, Ontario, Canada

Job Location: Simcoe

Job Category: Legal

Open Positions: 1

Posting Date: September 22, 2026

Closing Date: October 6, 2026

Salary: \$95,678.79 - \$163,502.20 /Year



Legal Aid Ontario employees are committed to making a difference in the lives of our clients.

As an integral partner in the Justice system, working at Legal Aid Ontario is more than just a job. It's an opportunity to help people who need it the most; to ensure each client receives the access to justice afforded to them under the law.

If you are looking for a new challenge in your already meaningful career with a team dedicated to justice, and innovation in a flexible and supportive work environment consider this opportunity below.

Building a diverse workforce that represents the communities we serve while promoting a safe culture and work environment that dismantles systemic barriers, welcomes fresh perspectives and embraces differences as a priority is a core value at LAO. LAO encourages applicants from equity-seeking groups, including but not limited to individuals who are First Nations, Inuit or Métis, Black and racialized, as well as persons with disabilities, women and members of the 2SLGBTQ+ community.

We recognize the value of equity, diversity and inclusion and are committed to addressing systemic barriers, and prioritizing, attracting and retaining diverse staff. All interested and eligible people will be considered, with due consideration to all protected grounds under the Ontario Human Rights Code.

Legal Aid Ontario values integrity, respect, responsiveness, excellence, independence, accountability, openness and consistency. Our recruitment process reflects our commitment to equity, diversity and inclusion. Accommodations are available throughout the recruitment process as well as during employment at LAO. Please direct any accommodation requests to our recruitment team.

Primary function

This Duty Counsel will be required to provide family and criminal duty counsel services, in the Tri-Counties region (Brantford, Simcoe and Cayuga). This role may require travel throughout the district on occasion. As such, applicants with readily available transportation or an ability to rent a vehicle are preferred.

Primary Location: Simcoe

Secondary Location: Cayuga and Brantford

Reporting to: Manager, Legal Services

Key accountabilities

- Act as Family and Criminal Duty Counsel
- Assessing clients' needs, including the early identification of vulnerable clients, to facilitate referrals to appropriate services including providing assistance with certificate referrals as required.
- Representing clients both in-person and remotely
- Ability to provide advice lawyer services at the Family Law Information Centre (FLIC)
- Assist clients with the preparation of documents

Provide family law services and representation in the Ontario Court of Justice as required

- Assist clients with matters involving family law issues against institutional opposing parties such as the Family Responsibility Office and Children's Aid Societies
- Provide family law services as required in the Superior Court of Justice

- Representing clients at bail hearings, guilty pleas, and remands both in person and remotely
- Representing clients in specialty courts including, but not limited to, Indigenous Persons' Court and Domestic Violence Court
- Providing summary legal advice
- Interviewing clients and sureties
- Disclosure review and conducting Crown pre-trials
- Assisting with various motions and hearings, including judicial pre-trials
- Preparing and arguing bail hearings
- Ensure high quality of legal work in a cost-effective manner
- File management as per LAO requirements including use of computer technology; data input for statistics measurements in a timely manner
- Assist with training and onboarding per diems and colleagues, including other staff lawyers, paralegals, and Legal Aid Workers (LAWs)
- Perform other duties and administrative tasks as assigned.
- Remain adaptable and flexible in a changing environment.
- Identify and communicate risks to LAO.
- Punctual attendance at court or online to perform daily duties.

Required skills & experience

- In good standing with the Law Society of Ontario
- Demonstrated experience in providing criminal law services including experience with complex legal issues and bails hearings, guilty pleas, remands and youth court.
- Sound knowledge of the Criminal Code of Canada, Youth Criminal Justice Act, Controlled Drugs and Substances Act, Canadian Charter of Rights and Freedoms, criminal law procedures, rules of evidence and case law
- Knowledge and experience of relevant family law legislation and in particular child protection law
- Experience practicing law as a family lawyer including providing advice, mediation, settlement conferences, etc.
- Practical understanding of the Rules of Professional Conduct
- Proven interpersonal, communication, presentation and negotiation skills coupled with strong advocacy skills
- Proven judgment and analytical ability to determine appropriate legal remedies
- Knowledge and appreciation of impact of court proceedings on immigration, criminal, family and other poverty law issues; and the integrated nature of legal issues faced by LAO clients
- Proven experience in providing excellent client service to vulnerable populations such as racialized communities, First Nations, youth and those experiencing mental health or addiction challenges and/or homelessness
- Ability to work independently and unsupervised in a fast-paced environment while also demonstrating collaboration and teamwork with colleagues and other stakeholders
- Ability to work as a team with other Legal Aid Workers, staff lawyers, and per diem Duty Counsel

- Sound knowledge and understanding of Legal Aid Ontario's operations and mandate
- Demonstrated ability to use latest communication technologies including tablets and smartphones and ability to utilize video conferencing platforms in order to deliver services virtually.
- Must have intermediate knowledge of the following Microsoft programs; Word, Excel, PowerPoint. Experience with DivorceMate would be an asset.
- Ability and willingness to travel between Tri-Counties court locations

What do we offer?

At Legal Aid Ontario, we are committed to fostering a supportive and rewarding work environment for our employees. Our comprehensive benefits package reflects this commitment and is designed to enhance both professional and personal well-being.

We have a comprehensive health and wellness program that include dental, health and life insurance along with Basic Accidental Death & Dismemberment (AD&D) Insurance, and Short-Term Disability (STD).

Employees at Legal Aid Ontario also enjoy generous paid time-off policy, including vacation days, sick days, discretionary days, and statutory holidays.

Employees are eligible to be enrolled to the Public Service Pension Plan (PSPP), administered by the Ontario Pension Board (OPB).

How to apply:

To apply submit a cover letter & résumé.

This position is represented by The Society of United Professionals and the employee will be governed by the provisions of the collective agreement and union dues will be deducted bi-weekly from date of hire.

First Preference will be given to current members of the Society of United Professionals. Final candidates for this position will be required to undergo a criminal record check.

Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume or to the one used to set up their Candidate Profile if applying on Njoyn. As an applicant, it is your responsibility to ensure that you check your email regularly.

First time applying to a position with LAO? You will need to create a profile AND then apply for the position.

Already have an Njoyn account? Just sign in and select "my jobs" to apply.
Once you have successfully applied you will receive a confirmation email.

Trouble applying? For telephone support please call 1-877-427-7717 or email support:
candidate.njoynhelp@cgi.com.

Are you interested in this job?

I am Interested

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