



Paralegal – Intake Position

Don Valley Community Legal Services (“**DVCLS**”) is a community legal clinic funded by Legal Aid Ontario. DVCLS provides free, clinic law services to persons of modest income in the areas of housing, immigration and refugee, employment law and income supports. We are located in Toronto, and our catchment area is bounded by Lake Ontario on the South to York Mills/401 on the North, and from Yonge Street/Don River on the West to Victoria Park Avenue on the East.

DVCLS is seeking a paralegal to join our Intake Team on a full-time, permanent basis. The successful candidate will be responsible for interviewing clients, and providing summary legal advice and referral information. They will also be responsible for entering client contact and case record information into DVCLS’s Clinic Information Management System (“**CIMS**”). In accordance with DVCLS’s hybrid workplace model, the successful candidate will be expected to work both remotely and on-site at DVCLS’s office.

The anticipated start date is April 1, 2024.

Qualifications:

- A paralegal in good standing with the Law Society of Ontario
- 2 – 5 years of demonstrated experience interviewing and providing legal advice to clients in one or more areas of clinic law services, including and in particular housing and/or employment law
- Knowledge of the legislation and legal processes relevant to clinic law services
- Proficiency with Microsoft Office/365 and Adobe Acrobat
- Excellent verbal and written communication skills
- Ability to collaborate and work as a team with other lawyers, paralegals and support staff
- Ability to handle a high volume of intakes under pressure, maintain accuracy and attention to detail with minimal supervision
- Demonstrated commitment to working from an anti-oppression and social justice framework
- Experience working with a diverse range of clients from low-income and marginalized groups, including and in particular clients with mental health challenges
- Ability to diffuse tense situations and to assist people in crisis in a calming and helpful manner

Assets:

- Prior experience working at a community legal clinic and with CIMS
- Familiarity with resources and agencies in DVCLS's catchment area
- Fluency in French or a second language pertinent to serving DVCLS's community

Remuneration:

- Salary Range: \$62,500.00 – \$77,500.00, based on year of license, experience and qualifications
- Participation in DVCLS's group health and dental plan
- Participation in DVCLS's defined benefit pension plan
- Payment of the LSO annual dues invoice (as per commencement of employment)

Applications:

Applications must include a covering letter, resume and contact information for two references.

Applications may be submitted by email to bhavin.bilimoria@dvcls.clcj.ca, by fax or by mail, and should be addressed to the Hiring Committee.

The deadline for applications is 5:00 PM on January 31, 2024. We thank all applicants for their interest, but only those selected for an interview will be contacted.

As an employer, DVCLS is dedicated to building an organization that reflects the diversity of our clients and the communities we serve. This includes diversity in languages spoken, culture, race, sexual orientation and gender identity. We encourage individuals from diverse, marginalized and racialized communities and backgrounds to submit their application.

DVCLS promotes the principles of anti-oppression and adheres to the tenets of Ontario's *Human Rights Code*. Please let us know if you have any accommodation needs regarding the submission of your application.