



## Don Valley Community Legal Services

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### **RECEPTIONIST** **Permanent position**

Don Valley Community Legal Services (DVCLS) is a general services community legal clinic funded by Legal Aid Ontario, with its main office located in the Thorncliffe Park Community HUB. DVCLS staff provide legal advice and referrals, legal representation, public legal education work, community development and legal advocacy work in the areas of housing, income maintenance, immigration and employment law. The staff of DVCLS consists of lawyers, licensed paralegals, intake workers and a dedicated community development worker. This is a unionized position and is an in-person position requiring a daily presence in our offices.

This position serves as the first point of contact for clients, community members and partner organizations seeking legal services. This position is responsible for welcoming clients, conducting preliminary intake and screening, responding to telephone, in person and email inquiries, and providing administrative support to clinic staff.

Core responsibilities include:

- Client reception and front desk services
- Initial client intake and referral
- Administrative support to the Intake Team and caseworkers
- Office and operational support with office equipment, outreach events and meeting and hearing preparation

Requirements include:

- A postsecondary education in office administration, legal administration, social services or a related field
- Work well in a team as well as independently
- Excellent oral and written communication skills in the English language [other languages pertinent to serving DVCLS's catchment are an asset]
- Strong interpersonal and customer service skills
- Proficiency with computer software including M365, adobe acrobat pro, Zoom VoiP phone systems and other e-filing and statistical programs

45 Overlea Blvd., Unit 200, Toronto ON, M4H 1C3

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Tel: (416) 441-1764

Fax: (416) 441-0269

[www.DonValleyLegal.ca](http://www.DonValleyLegal.ca)

- Salary will be in the range of \$36,000 to \$50,000 per annum [subject to revision], dependent on experience and skill set. Group benefits package and employer RRSP contributions are provided.

DEADLINE FOR APPLICATIONS: Friday August 28 2026

ANTICIPATED START DATE: mid September 2026

Please email your application [cover letter and resume] to Marjorie Hiley at [marjorie.hiley@dvcls.clcj.ca](mailto:marjorie.hiley@dvcls.clcj.ca)

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 applications from individuals from diverse, marginalized and racialized communities and backgrounds. 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.

We thank all applicants but will only contact candidates shortlisted for interviews.