

**IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL PEA BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.**

**LEGAL SERVICES SOCIETY  
POSTING**

**TO:** LSS STAFF (cc: PEA)  
**FROM:** HUMAN RESOURCES DEPARTMENT  
**POSITION:** GLADUE LAWYER (Non Caseload) – VANCOUVER  
ONE REGULAR FULL-TIME POSITION  
**COMPETITION NO:** P055-18  
**DATE POSTED:** June 21, 2018  
**CLOSING DATE:** Open until filled  
**STARTING DATE:** ASAP

**SALARY CLASSIFICATION:** Maximum Year Call 10

**SALARY:**

Salary placement as per the [Professional Employees Association \(PEA\) Salary Schedule](#) based on years of call and classification of position. In addition, this position is eligible for the Staff Lawyer Benefit Plan (SLBP), which includes 10% of the gross salary.

**Preference will be given to applicants of Aboriginal ancestry that meet the requirements for the position.**

**PRIMARY FUNCTION:**

Reporting to the Coordinator, Indigenous Services this position will have the primary responsibility for the administration and management of the Gladue portfolio, including writing and conducting legal reviews of Gladue reports, and will provide support to the organization on Gladue tariff policy. This position is responsible for the funding decisions and authorizations required by private bar lawyers to request Gladue reports for LSS clients. This position is the Gladue subject matter expert providing advice to Executive Management and staff as well as providing information about Gladue to external agencies and stakeholders.

**The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.**

**DUTIES:**

1. Provides Gladue services including authoring Gladue reports and/or conducting legal reviews of Gladue reports when required.
2. Provides advice and recommendations to the Manager and Coordinator, Indigenous Services on the administration and management of Gladue including services delivered in accordance with the tariff, duty counsel, and other contracted legal services.
3. Monitors and provides advice related to Gladue at Court locations across B.C. by communicating, interpreting and implementing, practices and standards.
4. Provides legal support and resources, acts as a criminal law advisor to contract & staff by providing advice and coaching in all aspects of criminal cases, as well as all aspects of LSS criminal law procedures including duty counsel procedures.
5. Recruits, monitors, coaches and participates in selection of Gladue report writers and legal reviewers, including performance planning, coaching and feedback meetings.
6. Oversees office procedures and administrative systems in accordance with LSS policy and standards.
7. Develops goals and priorities for the department through ongoing assessment of client needs, liaison with lawyers and community groups and participation in corporate planning activities.
8. Maintains current awareness of developments in all matters impacting Indigenous Services Department and the delivery of LSS Indigenous programs and services, and appraises the Coordinator and Manager, Indigenous Services of issues and developments that could impact the Society or its programs and services.
9. Identifies training needs for Gladue report writers and Gladue legal reviewers and initiates other quality assurance measures; conducts reviews of Gladue writer performance; promotes criminal law services and other initiatives.
10. Liaises with private bar lawyers, courts and community groups across B.C. to gather feedback and identify issues on matters of material interest relating to Gladue services and initiatives.
11. Makes presentations to the Executive and Board, stakeholders, community groups and others. Participates in committee work as assigned and represents LSS at external meetings.
12. Participates in strategic planning, including development of Gladue initiatives and changes to current programs or projects, drafting issue papers and supporting other LSS divisions.

13. Participates in development of content for the LSS Websites by writing material and reviewing material for legal content and accuracy with respect to Gladue and criminal law matters.
14. Provides coverage for the coordination and assignment of Gladue reports when required.
15. Build relationships and partnerships with Aboriginal community by attending community cultural events and conferences etc. to network, raise awareness of LSS and Justice Services, present information and identify community needs.
16. Develop and conduct workshops to train band members, Chiefs and Council and community members (intermediaries and the public) on a variety of issues related to their needs including Child Protection, Family Relations Act, Civil Law and Mediation.
17. Keeps informed of Gladue principles and Gladue report writing practices and procedures.
18. Performs other related duties as required.

**QUALIFICATIONS:**

**Basic requirements**

- A law degree from a recognized university and membership or eligibility for membership in the Law Society of British Columbia.
- A Minimum of five (5) years recent experience in criminal law.
- Experience at Provincial and Supreme Court levels is preferred.
- Significant knowledge of the principles and practices relating to criminal law.
- Experience with Gladue reports including writing and making Gladue submissions.
- Or an equivalent combination of education and experience.

**Knowledge, Skills and Abilities:**

- Knowledge of Legal Services Society Policy and Procedures, including the Legal Services Society Act and the Guide to Legal Aid Tariffs.
- Knowledge of Provincial and Supreme Court rules and procedures.
- Knowledge of the Professional Conduct Handbook, the Law Society Rules, and the Legal Profession Act.
- Knowledge of Indigenous issues, cultures as well as Indigenous community groups and agencies.
- Knowledge of current issues affecting Indigenous communities.
- Knowledge of traditional Native justice concepts, alternative measures, mediation and diversion practices.
- Knowledge of government laws and policies impacting Indigenous peoples.
- Excellent oral and written communication, negotiation, and interpersonal skills with the ability to produce concise and clear reports and correspondence and present legal information in concise, understandable language specific to audience.
- Excellent computer skills coupled with a good understanding of the use of new technologies within a dynamic work environment, including time keeping systems.
- Excellent project management skills and the demonstrated ability to manage multiple projects simultaneously.
- Experience and skills demonstrated in administrative, analytic, organizational, budget management, planning activities and decision-making skills.
- Ability to communicate and relate to Indigenous people and their communities, with sensitivity to cultural and Tribal/Nation differences.
- Familiar with the structure and history of Indigenous communities within BC.
- Excellent leadership and supervisory skills, coaching, motivating, supervising staff, contractors and project teams.
- Ability to exercise sound judgment and problem solve with diplomacy and tact.
- Ability to cope with a heavy volume of diverse work and time sensitive projects and work well under pressure and make sound decisions considering consequences and within timelines.
- Ability to work independently and to foster effective working relationships with peers, subordinates and external contacts, and to work within a multi-disciplinary team environment.
- Ability to diffuse conflict situations by utilizing effective conflict resolution skills.
- Experience with Windows and an intermediate level of knowledge of MS Word.
- Familiarity with Outlook and email for communication and scheduling.

**Employment is conditional upon completing and obtaining clearance from the following:**

- **Criminal Record Check (CRC) in accordance with the Criminal Records Review Act**
- **Law Society Check**



**We offer (based on your employment status and affiliation):**

- A competitive salary
- 35 hour work week
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

**LEGAL SERVICES SOCIETY**  
**Human Resources Department**  
**Competition no: P055-18**  
**400-510 Burrard Street**  
**Vancouver, BC V6C 3A8**

**HR Contact:** \_\_\_\_\_  
**Sylvia Gara**

**E-mail address:** [resumes@lss.bc.ca](mailto:resumes@lss.bc.ca)

**VISIT OUR WEBSITE AT** [www.legalaid.bc.ca](http://www.legalaid.bc.ca)

*We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.*