



INCOME SECURITY ADVOCACY CENTRE  
Centre d'action pour la sécurité du revenu

1500 – 55 University  
Toronto, ON M5J 2H7  
Tel: 416-597-5820  
Fax: 416-597-5821  
Toll-free: 1-866-245-4072  
Email: [isac@iao.on.ca](mailto:isac@iao.on.ca)

## JOB POSTING

The Income Security Advocacy Centre (ISAC) is a specialty legal clinic mandated to advance the income security of communities of low-income Ontarians, including social assistance recipients and low income precarious workers. ISAC offers a unique opportunity to practice appellate, Charter and human rights litigation as part of a team that also engages in policy advocacy, community education and organizing. We are governed by a diverse community Board of Directors that includes persons from racialized, Indigenous, disability and low-income communities, with representation from legal clinics and communities throughout Ontario. For more information on the work of ISAC, please visit [www.incomesecurity.org](http://www.incomesecurity.org).

ISAC is looking to fill an 8-months contract position for Staff Lawyer to cover a staff leave of absence. This is a full-time unionized (OPSEU) position with preferred start date of January 2022.

### WHAT YOU'LL DO

The primary role of the staff lawyer is to undertake strategic litigation aimed at expanding the legal rights, remedies and benefits available to low income workers and people relying on income security programs. The lawyer will focus primarily on strategic litigation in the area of social assistance (Ontario Works and the Ontario Disability Support Program), as well as other income security programs such as the Canada Pension Plan – Disability, Old Age Security, Canada Child Benefit, and Employment Insurance. The lawyer works collaboratively with fellow staff, legal clinics and community organizations to identify the legal and income security needs of the client community, and to implement law reform strategies.

This position reports to the Executive Director and is located at ISAC's downtown Toronto office. Candidates must be able to work flexible hours, including some evenings and week-ends.

### KEY RESPONSIBILITIES:

- Maintain knowledge of social assistance legislation, various associated statutes and regulations in order to act as legal counsel on behalf of clients in formal settings (i.e. tribunals or courts).
- Provide summary legal advice, consultations, or brief services or appropriate referrals in English or other languages if fluent or through an interpreter
- Provide case consultations to staff of other community legal clinics
- Draft pleadings, settlements and other documentation required for client representation
- Represent clients before administrative tribunals and/or in court ensuring relevant facts and legal position are presented
- Examine and cross-examine witnesses to gather relevant information and verify understanding of legal issues
- Complete correspondence and documentation required to represent clients
- Contact clients to keep them informed at all stages of the proceedings

- Use clinic tickler/bring forward system to ensure that legal requirements are maintained according to established timelines and record work in reporting system
- Use internal record keeping mechanisms for case work and initiatives
- Participate in the clinic's law reform, public legal education, community development

## MINIMUM COMPETENCIES/REQUIREMENTS:

- Member in good standing with the Law Society of Ontario
- Litigation skills including experience in appellate courts (divisional and federal), OR willingness to learn
- Experience before the Social Benefits Tribunal and/or the Social Security Tribunal
- Demonstrated analytical skills and legal research skills Experience in providing public legal education
- Superior written and oral communications skills
- Demonstrated commitment to social justice and an ability to work with a diverse network of partners, particularly low-income and historically marginalized groups
- Ability to work under pressure and meet tight deadlines with attention to accuracy and detail with minimum supervision
- Must collaborate and work as a team with other lawyers and support staff.
- Excellent MS Word, Excel, Microsoft Outlook and internet research skills.
- Fully vaccinated status required unless subject to exemption under the *Code*

### Assets:

- Experience in a legal clinic or other non-profit organization
- Ability to use CIMS
- Test case and Charter litigation experience

## REMUNERATION AND APPLICATION PROCESS:

This is a contract position with a salary of \$84,590 per annum plus 5.5% RRSP and group benefit package, subject to contribution and a waiting period.

Please send applications by January 5, 2022 to: [konevae@lao.on.ca](mailto:konevae@lao.on.ca), with the subject line: Staff Lawyer Application.

ISAC is an equal opportunity employer and is committed to an equitable, diverse, and inclusive workforce. We encourage applications from equity seeking groups including but not limited to women, individuals of indigenous descent, persons with disabilities, members of racialized communities, people of diverse faiths and creeds; and people of diverse gender identities or expressions.

*We thank all applicants, however only candidates selected for an interview will be contacted.*