

Position: Legal Support Worker/Family Court Support Worker – Women’s Direct Services

Organization: Luke’s Place

Type: Full-Time (35 hours/week)

Classification: Hybrid - 4 Days in the office minimum

Location: 707 Simcoe Street South, Oshawa; 150 Bond St, Oshawa; 250 Bayly St W, Ajax

About the organization

Luke’s Place is an award-winning centre of excellence in family law support for women who have been subjected to intimate partner violence. We provide legal support services and summary legal services to hundreds of women and their children across Ontario every year and share our expertise with thousands of service providers.

Luke’s Place conducts research to understand the impact of legal and related systems and processes on women’s lives. We engage in advocacy to share these findings and improve these systems and processes. Luke’s Place envisions a family law system that promotes healthy safe families, living free from abuse, and the threat of abuse.

We value our staff

Working at Luke’s Place means that you will enjoy a collaborative and dynamic work environment. We provide you with work that is engaging and impactful while promoting the health and wellness of our team. We also provide:

- Health Care spending account
- Opportunities to be mentored by cross functional teams
- Work life balance
- Salary range \$50,000.00 - \$52,500.00 based on qualifications and experience
- Competitive vacation allowance

Position Overview

Luke’s Place is seeking a Full-Time Legal/Family Court Support Worker to deliver professional case management support services to clients, co-facilitate in-house and community workshops and information sessions, and to develop and conduct professional training activities. This position requires delivery of in-person services at our Oshawa office and Durham Region satellite offices.

You will succeed at Luke's Place if you are:

- an **Excellent Communicator** – you can quickly build rapport with both team members and clients alike. Your verbal communication style is confident, reassuring, positive, and clear.
- an **Exceptional Facilitator** – you are at ease presenting training information in both group and one-on-one formats.
- **Independent and Organized** – you are self-motivated and work well both independently and as a member of a team. As a direct service provider, you manage your time well to meet competing priorities.

Responsibilities Overview

- Provision of legal support services:
 - professional case management support services including intake needs assessment, supportive counselling, providing information about the family law process, assisting women in recording their history of abuse, safety planning, assisting in legal aid application process, debrief and discuss court appearance outcomes, and liaison with lawyers, criminal court-based services and family court-based services
 - legal and court appointment accompaniment
 - maintain client records accurately and within expected time frames
 - information sharing, collaboration and consultation with relevant community service partners and providers
- Delivery of workshops and presentations
 - co-facilitation of Family Law Information Workshops
 - delivery of education and training to the service community and the public

Qualifications and Requirements

- Post secondary diploma or degree in social work, social or human services, women's studies, or related/equivalent education
- Minimum 3 years experience
- Knowledge of Family Law process and direct experience in legal/court accompaniment
- Demonstrated knowledge and understanding of the dynamics of intimate partner violence
- Knowledge and commitment to a feminist, trauma-informed, gender-based, and intersectional analysis framework, and anti-oppression values
- Commitment to equity, diversity, and inclusion (EDI) values
- Proficiency in MS Office, Outlook, SharePoint, and Teams, and comfortable using a variety of audio/visual technologies

Our Guiding Principles

These are the core values that we operate under and the base expectations we all hold each other accountable to. They give some context to how we work independently as well as together.

- Women and their children have the right to be safe and family law should promote and provide this safety
- Addressing violence against women requires an intersectional feminist approach
- Women's stories of their lived experience shape and direct our work
- Violence against women is a global social reality. Ending it is a global social responsibility
- Our direct service work grounds our knowledge mobilization work and our systemic advocacy

Application

Luke's Place, in accordance with its gender responsive anti-oppressive framework, welcomes and encourages applications from women, especially within equity-seeking groups. We use the term women to include all self-identified women including two-spirited, non-binary, cisgender, or transgender women.

We are committed to creating a diverse and inclusive environment, so we strongly encourage you to apply even if you do not believe you meet every single qualification outlined but read this posting with excitement.

Priority will be given to candidates with 3 or more years experience related to Violence Against Women.

How to apply

Interested candidates are invited to submit a letter of interest along with their resume in confidence to the attention of Lambrini Soulos, Program Director at **careers@lukesplace.ca**. Only those candidates selected for an interview will be contacted. No phone calls please.

At Luke's Place we are committed to fostering a healthy and positive work environment. In accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Right Code, we encourage applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the selection process. If selected to participate in the recruitment and selection process, please inform the representative from Luke's Place of any accommodations you may require to ensure your equal participation.

We look forward to hearing from you!