



Band Representative Legal Assistant – Full Time – 131-26-1
Child and Family Services, Social Services
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **August 5, 2026**, for the **Band Representative Legal Assistant** with **Child and Family Services, Social Services**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Band Representative Legal Assistant** reports to and works under the direction of Legal Counsel of the Band Representative Program.

The Legal Assistant is responsible for assisting Band Representatives and Band Representative Legal Counsel in file management, in court pleadings and other legal court documents on behalf of the Band Representatives and Band Representative Legal Counsel for child welfare matters under the provincial and federal child welfare acts.

Type	Full Time
Closing Date	August 5, 2026
Hours of Work	35 hours/week
Wage	Minimum \$49,500/year

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- Completed Law Clerk or Court & Tribunal College Diploma Program and at least two or more years' experience in a family law practice or Family Court System
- must pass a criminal reference check.
- must have a valid class 'G' driver's license.
- must be willing to work flexible hours.
- will be native in preference to other applicants.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out Lesleigh Rusnak, HR Business Partner at 519-445-2223 ext. 5717 or via email at HRBP1@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Band Representative Legal Assistant – Full Time – 131-26-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



POSITION TITLE: **SIX NATIONS BAND REPRESENTATIVE -**
LEGAL ASSISTANT

REPORTING RELATIONSHIP

The Legal Assistant reports to and works under the direction of Legal Counsel of the Band Representative Program.

PURPOSE AND SCOPE OF THE POSITION

The Legal Assistant is responsible for assisting Band Representatives and Band Representative Legal Counsel in file management, in court pleadings and other legal court documents on behalf of the Band Representatives and Band Representative Legal Counsel for child welfare matters under the provincial and federal child welfare acts.

DUTIES AND RESPONSIBILITIES

1. Technical

- i. Gathers information as directed and assists in completing Court documents, commissions Affidavits and legal correspondence.
- ii. Drafts proposed Court Orders for review and approval by Legal Counsel, Manager and Band Representative Staff and Supervisor.
- iii. Reviews all draft documents prior to sending them to Legal Counsel, ensuring that all required information is contained, and that legal terminology and references are used where required.
- iv. Submits documents once approved by Legal Counsel, to court for sealing, and tracks and distributes court orders to all parties involved.
- v. Serve and File documents with the Ontario Court of Justice in accordance with the Rules of Civil Procedure and the Family Law Rules.
- vi. Ensures that all documents required for Court appearances are served on the parties involved and filed in accordance with the timelines specified in the *Family Law Rules*
- vii. Completes or ensures completion of Affidavits of Service for documents served on other parties, as well as completes Affidavits dispensing with service, when necessary.
- viii. Research legal precedence when needed.

2. Administration

- i. The Legal Assistant is responsible for maintaining and updating the Continuing Record and ensures it's consistent with the court record.

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- ii. The Legal Assistant will be responsible for gathering disclosure and providing to Legal Counsel to review prior to release.
- iii. Manages the legal portion of case files including but not limited to the participation of the Band Representative office procedures.
- iv. Assist the Legal Counsel in compiling training manuals.
- v. Responds to correspondence on behalf of Legal Counsel as directed.
- vi. The Legal Assistant provides day-to-day technical and administrative support to Legal Counsel.

WORKING CONDITIONS:

Work involves mental stress; requires interaction with the public, subject to deadlines, interruptions, and flexible work hours may include evenings or weekends, ability to follow direction, prioritize, and work independently.

BASIC QUALIFICATIONS

- Completed Law Clerk or Court & Tribunal College Diploma Program and at least two or more years' experience in a family law practice or Family Court System
- must pass a criminal reference check.
- must have a valid class 'G' driver's license.
- must be willing to work flexible hours.
- will be native in preference to other applicants.

Knowledge Requirements

The successful applicant(s) will demonstrate:

- must have knowledge of the Child and Family Services Act and other relevant legislative requirements, as they relate to the delivery of service by Legal Counsel.
- must have detailed knowledge of the Rules of Civil Procedures and the Family Law Rules.
- must be knowledgeable respecting Six Nations' cultures and the cultures of families of other First Nations who reside in the designated service delivery area.
- must be familiar with traditional methods of dispute resolution.
- must be thoroughly familiar with Six Nations of the Grand River – Child & Family Services framework and operational policies and procedures.
- must have a basic knowledge of the use of information systems.
- must have an understanding of and sensitivity to the experiences of First Nations and indigenous peoples in Canada, and the impact of the legacy of residential schools, the Sixties and Millennial Scoop upon them is essential.
- must have an understanding on the impact of trauma and intergenerational trauma.

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- must have ability to handle highly confidential and sensitive issues with discretion, tact and diplomacy.
- must have competency in working with individuals who identify as 2SLGBTQI+
- must have knowledge of human trafficking, sexual exploitation and sexual abuse.

Ability Requirements

The successful applicant(s) will demonstrate:

- ability to relate effectively to Six Nations of the Grand River Community Members: Six Nations of the Grand River – Child & Family Services Managers, Supervisors and Staff, and staff of the courts and of other programs/agencies and of provincial/federal officials as a diplomatic and flexible team player.
- excellent written and verbal communications skills in preparing correspondence and liaising with other staff, external legal counsel, the Courts, Child Welfare agencies and other organizations.
- strong organizational skills to manage a varied workload, establish priorities and deal with a variety of competing deadlines.
- ability to exercise initiative, deal with multiple priorities and demonstrate sound judgment.
- advanced working knowledge of MS Office with the ability to learn new software relevant to Legal Services.
- ability to organize, plan, prioritize and multi-task and be accountable for her/his own actions and decisions within the scope of the position - referring issues/problems/events to Legal Counsel as required.
- analyze information, problem-solve, and make solid recommendations.
- deal with highly sensitive and personal information in a confidential manner.

IMPACT OF ERROR:

Errors in judgement and in conduct of duties could lead to loss of credibility, poor public relations, public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council.

CONTROL:

Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy.

Works within the Six Nations of the Grand River Social Services values, principles, and mission statement, and the Six Nations of the Grand River Child and Family Services policies as set by the Six Nations Council.



Works within the policies and procedures established through service contracts by the Six Nations Council and the funding agency (Ministry of Community Family and Children's Services), and within the legislation of the Child Youth and Family Services Act and Federal Act respecting First Nations, Inuit and Metis Children and Youth.