

IN-HOUSE LEGAL COUNSEL

The Ontario English Catholic Teachers' Association (OECTA), representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of In-house Legal Counsel.

Working under the direction of the General Secretary, In-house Legal Counsel staff provide general legal services to the union.

The position will be located in Toronto. The successful candidate is expected to travel and become involved in personal professional growth programs as initiated by the General Secretary.

Principal Duties and Responsibilities

- Provide advice, guidance, and representation of members for the Association on:
 - before the Workplace Safety and Insurance Tribunal (WSIAT), and
 - Long Term Disability issues, policies and cases.
- Conduct reviews of WSIB/disability claim files and provide opinion to the Association with reference to WSIB claims, LTD policy matters, and return to work matters.
- Provide advice, advocacy, and represent members for the Association, before the Ontario College of Teachers (OCT).
- Represent the Association before the Human Rights Tribunal of Ontario (HRTO).
- Represent the Association in the grievance/arbitration process.
- Conduct merit reviews of claim files.
- Prepare written submissions on behalf of teachers and the Association.
- Represent members of the Association in formal legal proceedings related to the denial of benefits.
- Provide advice to the General Secretary, Deputy General Secretary and Human Resources on administrative and/or personnel related matters.

Minimum Qualifications

- To be eligible for the position you must be a member in good standing of the Law Society of Upper Canada.
- Ideally, a minimum of 5 years experience in administrative, labour and employment law.
- Experience with WSIB claims and WSIAT.
- Experience in hearings before administrative tribunals and civil trials in Superior Court.
- Have strong legal advocacy skills and be able to work independently.
- Have strong strategic planning and problem-solving skills.
- Have strong legal research and communication skills.
- The ability to provide quality professional services in the context of a democratic trade union is essential.
- Must be a self-motivated leader able to work cooperatively and collaboratively with others.
- Knowledge of the K-12 Catholic system and experience working within a union are assets, including familiarity and understanding of the Education Act, and associated regulations and policies.

Benefits

OECTA is committed to providing our employees with an empowered, supportive, inclusive, and diverse working environment. All permanent employees have access to:

- Pension Plan
- Comprehensive Health and Dental Benefits
- Religious Holy Days
- Paid Vacation and Sick Days
- Wellness Resources

Salary

Starting salary is \$182,000

Application Process

Qualified candidates are required to submit a cover letter and résumé electronically to the attention of Mary Lachapelle, Deputy General Secretary, via email to careers@catholicteachers.ca by noon on November 8, 2024.

SELF-IDENTIFICATION

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-deserving group are encouraged to self-identify in their covering letter.

1. Do you self-identify as First Nations, Métis, and/or Inuit?
2. Do you self-identify as a member of a Black community or racialized community?
3. Do you self-identify as a person living with a disability?
4. Do you self-identify as a woman, man or as gender diverse?
5. Do you self-identify as 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)?

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.