

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 and advocacy for members of the Association before the Ontario College of Teachers' cases (OCT) and the Workplace Safety and Insurance Tribunal (WSIAT).
- Represent the Association before the Human Rights Tribunal of Ontario (HRTO).
- Provide advice and guidance on Long Term Disability issues, policies and cases.
- Conduct reviews of disability claim files and provide opinion to the Association with reference to LTD policies and cases and return to work matters.
- Conduct merit reviews of claim files.
- Perform legal research for senior counsel
- Prepare written submissions on behalf of teachers.
- 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 3 years experience in administrative, labour and employment law.
- 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:

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

Start Date is on or around January 4, 2022

Interviews will be held in Toronto on December 1, 2021.

APPLICATION PROCESS

Application Closing Date is November 18, 2021, at noon.

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-seeking group are encouraged to self-identify in their covering letter.

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.

Qualified candidates are required to submit a cover letter and résumé electronically to:
Mary Lachapelle, Deputy General Secretary, at careers@catholicteachers.ca.

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