



Black Legal Action Centre

Suite 1509 – 180 Dundas Street West • Toronto • Ontario • M5G 1Z8

Position: Intake Coordinator – Social Worker

Duration: Fulltime

Reports to: Executive Director & General Counsel (EDGC)

The Black Legal Action Centre (BLAC) is an independent not-for-profit community legal clinic mandated to combat individual and systemic anti-Black racism through the provision of legal services to members of Ontario's Black communities, including engagements in advocacy, community development, law reform, test case litigation, and public legal education.

BLAC's service delivery model is anchored in a walk-in/telephone, intake system that results in community members receiving legal information, brief legal advice, continued legal representation and/or referrals.

PURPOSE OF POSITION

BLAC provides legal services to qualified persons that have experienced anti-Black racism in the areas of human rights, housing, education, income assistance, police interactions, prison law and immigration.

The Intake Coordinator – Social Worker will be responsible for client intake, by phone or in-person, and scheduling of client appointments with BLAC lawyers and paralegals. Under the supervision of a lawyer, this person will assess the client's needs to determine the appropriate service for the client, including the early identification of vulnerable clients so that the appropriate service and referrals can be made. The intake coordinator will assist with client interviews, information gathering and correspondence under the supervision of the lawyers.

MINIMUM HIRING REQUIREMENTS

The candidate must:

- Be fluent in English. Fluency in French or another language is an asset.
- Be a Social Worker registered with the Ontario College of Social Workers.
- Have knowledge and experience working in a community organization and/or legal office.
- Demonstrate a commitment to increasing access to justice and combatting anti-Black racism.
- Have the ability to manage a high volume of calls and requests from people experiencing distressing situations.
- Have demonstrated computer literacy skills.

The annual salary range is \$60,000.00 to \$70,000.00 depending on the Candidate's years of experience and the clinic's budget. The successful Candidate will work from BLAC's office at the above address.

Please email a cover letter and your resume to the attention of the EDGC, with the subject:

Application – Intake Coordinator – Social Worker, to demar.hewitt@blac.clcj.ca on or before **May 30, 2025**.

BLAC encourages applications from equity seeking groups including but not limited to individuals of indigenous descent, all identities and self-expressions, persons with disabilities, members of racialized communities, and people of diverse faiths, creeds, culture and origin.

Website: www.blacklegalactioncentre.ca

Email: info@blac.clcj.ca

Phone: 416-597-5831 • Toll Free: 1-877-736-9406 • TTY 1-800-855-0511 • Correctional Facilities: 1-877-279-0680