



## **DIRECTOR OF LEGAL SERVICES**

WRCLS is excited to announce that we have created a new full time management role! WRCLS seeks an experienced, dynamic Director of Legal Services with strong leadership and litigation skills to supervise the legal staff, litigate matters before courts and tribunals, champion social justice, and collaborate with the Executive Director to fulfill the strategic and operational goals of the Clinic.

The Director of Legal Services is responsible for managing the direct legal services of the Clinic. They will oversee and help ensure high-quality service delivery to our clients and community. They will engage in our Clinic activities including complex case work, public legal education, law reform, community development, and student supervision.

### **Job Responsibilities Include:**

- Ensure the delivery of high-quality legal and advocacy services and that the Clinic is enthusiastically meeting all parts of its service mandate.
- Recruit, develop, supervise, and support Clinic staff; mentor and nurture a strong multi-disciplinary teamwork environment; support continuous learning and staff performance goals and encourage innovation.
- Maintain a working knowledge of all areas of law practiced at the Clinic; provide direct services to clients and carry a caseload, including complex litigation files and appeals, and actively participate in the service mandate.
- Develop, implement and manage Human Resource Policies in consultation with the Executive Director.
- Stay current on all legislated requirements, industry standards and best practices as they apply to the Clinic and its operations.
- Ensure WRCLS continues to build effective relationships with community and partner organizations and the client communities served by the Clinic.
- Arrange, develop and deliver Public Legal Education within the Clinic system and to the community.
- Lead social justice and law reform initiatives on issues of importance to the community we serve.
- Stay abreast of the issues affecting our community and the Clinic's ability to serve those needs.

### **Qualifications Include:**

- A minimum of 5 years or more of legal clinic experience.
- Must be in good standing as a lawyer with the Law Society of Ontario.
- Strong knowledge base in community legal clinic practice areas and clinic operations.



- Demonstrated commitment to social justice, an awareness of trauma-informed practice and an understanding of the principles of intersectionality and anti-oppression are essential.
- Experience advising and supporting a team, guiding and developing skills, preferably within a legal or student clinic.
- Extensive litigation experience with tribunal and courts.
- Experience working with diverse low-income populations.
- Strong supervisory, personnel management, conflict management and team-building skill.
- Leadership ability to motivate staff and foster a positive team environment.
- Collaborative approach to decision-making.
- Keen attention to detail and able to effectively prioritize and execute tasks within established timelines.
- Exceptional interpersonal skills with a focus on rapport building, listening, and questioning.
- Valid driver's licence.

**Salary Range and Benefits:**

- Annual salary between \$112,000 to \$120,000, commensurate with experience.
- After a 3-month probationary period, employees are entitled to join our clinic's healthcare benefits program and receive an employer RRSP contribution.
- Vacation entitlements start at 4 weeks per year and increase with seniority.
- Hybrid position with in-person days required weekly.

Applications must include a resume and cover letter to be received no later than January 30, 2026 by email to [lynn.kubis@wrcls.clcj.ca](mailto:lynn.kubis@wrcls.clcj.ca). *We thank all applicants, but only those candidates selected for an interview will be contacted. All resumes to be held in strictest confidence.*