

NOVA SCOTIA LEGAL AID COMMISSION POSITION DESCRIPTION COURT SUPPORT WORKER

Scope of Position:

The function of the Court Support Worker (CSW) is to assist Staff Lawyers in the delivery of Legal Aid services to persons applying to or participating in the Metro Domestic Violence Court Program. The service provided by a Court Support Worker is client centered with a goal to assist Nova Scotians in the Provincial Court System in an effective and efficient manner.

The Lawyer who is providing services to the client is responsible to supervise and direct the day-to-day work of the Court Support Worker. With respect to the work to be done on behalf of any specific client, the Court Support Worker reports to the Lawyer representing that client.

The overall employment of the Court Support Worker will be supervised by the Managing Lawyer of that office to which the Court Support Worker is assigned, and for those purposes, reports to that Managing Lawyer.

The Court Support Worker position includes both court and office support. The typical duties are detailed below. Typical duties are grouped under three service goals:

- Assisting the Domestic Violence Court Program Lawyer;
- Facilitating application to full service offices when appropriate;
- Navigating clients to community service programs.

The assignment of the prioritization of particular duties will be at the discretion of the Managing Lawyer and may include such other duties as may be assigned from time to time by the Executive Director (or designate) of the Nova Scotia Legal Aid (NSLA) Commission.

The position requires preparation and filing of such records and reports as may be required from time to time by the Executive Director (or designate).

The position requires travel to Court locations (including satellite courts), and may require travel to correctional facilities, related services organizations, homes, residential centers and such other locations as may be

necessary for the Court Support Worker to carry out their duties from time to time.

All facets of this position require the incumbent to discharge their duties in a manner that ensures confidentiality at all times and the need to represent the Commission in a positive manner to fulfill the Commission's objective of service to the public.

Typical Duties:

Assisting Domestic Violence Court Program Lawyers With Court Related Work

- Meeting with clients in custody to review disclosure.
- Providing business card to new clients so they have a contact person for questions.
- Arrange for DVCP counsel to provide summary legal advice to DVCP candidates.
- Assist the Court when problems arise (i.e. getting matters docketed for change of plea or adjournment).
- Alert court staff of any clients that are not on the docket or need to be called first.
- Facilitate variations of Release Orders, Probation Orders, and Conditional Sentence Orders by providing notice to the Provincial/Federal Crown, the Court and ensure that all required information and paperwork is distributed and available to the lawyer conducting the hearing.
- Facilitate preparation of waivers of charges in and out of jurisdictions, as well as pick up orders, affidavits and subpoenas and sentencing documents and distribute, as directed by the responsible Lawyer.
- Assist with arranging for a Certificate Lawyer for clients on new conflict matters.
- Print out reports from the JEIN system for weekly dockets and daily offender summary reports and follow up with the Court when the JEIN information is incorrect or incomplete.
- Attend Detention Centers or any treatment facility as required in assisting the Lawyer responsible on the file to provide legal aid services to the client.
- Obtain disclosure from Federal/Provincial Crown offices.
- Obtain psychological assessments from the Court or service providers and distribute as directed by the Lawyer responsible on the file.
- Assist in preparation of a Sentencing Circle.
- Keep file updated regarding changing contact information for clients, parents, guardians, social workers, group homes, etc.
- Act as a liaison between client/parent/guardian/agencies and the Lawyer responsible on the file to assist in providing appropriate information.

- Troubleshooting issues that clients are having while in custody, i.e. health concerns and safety issues.
- Office support will include administrative support as required in the Halifax South Office. Administrative support will include, but not be limited to, the collection and inputting of data.

Facilitating Application To Full Service Office

- Ensure that NSLA applications are fully completed and have all pertinent information attached.
- Assist in securing legal aid appointment date (providing an actual appointment date if possible).
- Assist in obtaining disclosure for the full service Lawyer (and/or applicant with instructions to bring to appointment date).
- Provide business card to new applicants for full service so they have a contact person for questions prior to intake appointment or meeting.

Navigation To Community Programs

- Keep up-to-date information regarding wrap around/supportive community services and programs and navigate clients accordingly.
- Provide information regarding NSLA services including full service criminal and family services, poverty administrative summary advice and website.
- Arrange appointments with Staff Lawyers, Probation Officers, Community Justice Officials (including Aboriginal Community Justice) before client leaves courthouse, if possible and follow up to see if appointments were met.
- To participate as a member in any meeting, seminar, conference or committee as requested and approved by the Managing Lawyer.

Ideal Abilities and Skills:

- Minimum Grade 12 High School Diploma.
- Paralegal or equivalent training or related relevant experience.
- Candidate should have experience working with public. Knowledge of adult law and community programs focusing on assisting disadvantaged or challenged individuals or groups.
- Good organizational skills.
- Good interviewing skills.
- Excellent communication skills.
- Typing skills including attention to detail and accuracy.
- Ability to draft correspondence, legal documents and reports.
- Ability to transcribe dictation.

- Capacity to work under pressure of deadlines and multiple competing priorities which may require flexibility when taking lunch and breaks.
- Ability to work independently, to take initiative, and to use judgment in matters of extreme confidentiality and sensitivity.
- Ability to meet the public and interact with judges, senior government officials, lawyers and agencies in a tactful, professional and courteous manner.
- Ability to perform general office functions.
- Computer literacy including knowledge and facility with word processing and email programs such as Microsoft Word and Outlook.

Salary Level:

Professional Classification and Pay Plan (PR)
PR4-1 TO PR6-6