Prosecutions Law Clerk

Contract, Full-Time for 12 months

The College of Early Childhood Educators (the College) regulates more than 57,000 members of the early childhood education profession in the public interest, pursuant to the Early Childhood Educators Act, 2007. The College issues Certificates of Registration, has established a Code of Ethics and Standards of Practice for the profession, and responds to concerns about members through a complaints and discipline process. The College is a not-for-profit organization with a staff of 60 and an annual operating budget of approximately $10M.

Our members come from diverse backgrounds and so too do our employees. As an equal opportunity employer, the College continues to create an inclusive environment in which diversity and differences are welcomed and valued.

We are seeking a detail-oriented, logical and collaborative team player who will be accountable for supporting the In-House Prosecutor in prosecuting files referred to the College’s Discipline and Fitness to Practise Committees. The incumbent will occasionally assist in conducting prosecutions and injunction proceedings against unauthorized practitioners.

Reporting to the In-House Prosecutor, the key areas of responsibility are to:

- Prepare disclosure to be sent to members or unauthorized practitioners against whom the College is conducting legal proceedings. Review materials collected in the investigation, identify missing, incomplete or misrepresented information and redact confidential information as appropriate.
- Communicate with third parties to obtain information required for prosecutions.
- Assist the In-House Prosecutor to prepare for discipline and fitness to practise hearings. Conduct legal research; participate in discussions regarding case strategy, legal issues and appropriate penalty; draft legal documents and summaries of evidence; and ensure compliance of documentation and evidence with the College’s Rules of Procedure and applicable legislation.
- Take notes of witness interviews and discussions with members and/or their counsel.
- Communicate with members and/or legal counsel to explain and facilitate the prosecution process.
- Attend and testify at hearings.
- Communicate with members and other stakeholders to ensure compliance with orders made by the Discipline or Fitness to Practise Committees.
- Maintain reminder systems to track timelines and manage correspondence to ensure deadlines on all prosecution files are met.
Qualifications

- 3-year university or college program.
- Law Clerk diploma program recognized by the Institute of Law Clerks of Ontario.
- 3-5 years’ experience including practical experience in professional regulation.
- Knowledge of rules of practice, procedure and evidence, legal concepts, terminology and processes as it relates to: proceedings before the Committees of the College; appeals and judicial reviews; prosecutions under the Provincial Offences Act; and injunctions.
- Ability to understand and apply relevant legislation (e.g. Early Childhood Educators Act, 2007), the College’s regulatory mandate and its application to discipline and fitness to practise prosecutions.
- Judgement and analytical skills to conduct legal research (CanLII, QuickLaw) and prepare disclosure materials.
- Written communication skills to prepare persuasive and accurate legal and other case-related documentation.
- Listening and verbal communication skills to communicate with a variety of parties to convey or obtain information related to cases.
- Time management and organizational skills to self-manage a large amount of cases and ensure legal documentation and activities are completed within required timelines.
- Interpersonal skills to work collaboratively as part of a team.
- Demonstrated experience with Microsoft Office Suite.

Most of our employees are working remotely until March 31, 2021. During this time, the incumbent may be expected to attend the office once per week or more often, if required.

Please submit your cover letter and resume on our website. The position will remain open until it has been filled. We thank all applicants, however, only those considered for an interview will be contacted.

The College of Early Childhood Educators is committed to providing accommodations in our hiring process for people with disabilities. If you require an accommodation, please contact us and we will work with you to meet your needs.