



Advocacy Centre
for Tenants Ontario

Tenant Duty
Counsel Program

Job Opportunities

TENANT DUTY COUNSEL PROGRAM

Job Title: Tenant Duty Counsel

2 Assignments: One 1-year full time contract position – Start Date: November 1st; and one 5.5-month part-time contract position – Start Date: October 15th

Location: Remote (occasional travel to downtown Toronto)

Reports to: Supervisory Duty Counsel

Primary Function: Provide summary legal services to tenants appearing before the Landlord & Tenant Board (LTB) via videoconference, working remotely.

Main Duties of the Job:

- Provide summary legal services to tenants, including legal advice and information, assistance with negotiation and mediation, document preparation, referrals and limited representation before the LTB.
- Participate in public legal education sessions, trainings, consultations, and meetings of the ACTO Tenant Duty Counsel team in the GTA.
- Participate in regular training sessions for Tenant Duty Counsel across the province.
- Possible travel to provide legal services at different locations of the LTB in Toronto and Mississauga.
- Preparation of statistical and other reports as may be required by the Supervisory Duty Counsel.
- Other related duties as assigned by the Supervisory Duty Counsel.

Required Skills & Experiences:

- Law Society of Ontario membership (Lawyer designation only) in good standing.
- Experience before administrative tribunals, including preferably experience before the Ontario Rental Housing Tribunal and/or Landlord and Tenant Board.

- Knowledge of administrative law and familiarity with landlord/tenant law and practice.
- Appreciation of the range of and complexity of legal issues potentially facing low-income tenants in Ontario.
- Experience with and a preference for a teamwork approach to projects.
- Demonstrated commitment to social justice.
- Strong interpersonal skills.
- Ability to multi-task and work in a fast-paced environment.
- Strong oral and written communications skills, including interviewing and oral advocacy skills.
- Computer literacy.

Assets:

Legal clinic or student legal aid experience; experience working for a non-profit organization; ability to communicate in both official languages.

Salary: \$ 70,168 annually pro-rated.

Applications must include a cover letter, a resume, and at least two (2) references and must be received **no later than 5:00 p.m., Friday October 6, 2023**. In your cover letter, please specify if you are applying for the 1-year full time contract position or the 5.5-month part-time contract position.

Candidates must submit their application by e-mail to the attention of:

The Hiring Committee

Tenant Duty Counsel Program

55 University Avenue, Unit 1500

Toronto, ON M5J 2H7

Email: melissa.nishioka@acto.clcj.ca *Only those candidates selected for an*

interview will be notified. No phone calls please.

ACTO-TDCP is committed to establishing and maintaining a diverse and inclusive workplace and encourages applications from equity-seeking groups, including but not limited to individuals who are of Indigenous descent, individuals who identify as LGBT2SQ+, persons with disabilities, members of racialized communities, people of diverse faiths and creeds, and women.

