



JOB POSTING

Legal Caseworker, Access to Justice

Full-Time Ongoing

Job #25-18

ABOUT THE 519

The 519 is a community centre committed to the health, happiness and full participation of the Two-Spirit, Queer, Trans, Non-Binary and Gender-Diverse (2SQTNB+) communities. All directly operated programs and services at The 519 including weekly drop-ins, community food initiatives, housing and shelter support, newcomer settlement services, child and family development, youth and elder programs, legal and tax clinics, access to justice health justice programming, education, training, community organizing, and advocacy focus on the needs of the local and broader 2SQTNB+ communities.

Physically located in Toronto, The 519 is the largest community centre of its kind. Access to justice services, legal education, public awareness and community engagement workshops are available in hybrid formats. Our communities have experienced intergenerational injustices that require both engaging community justice initiatives and access to justice legal education programming in order to support longstanding shifts in social, legal, and health equity.

We aim for an Ontario-wide reach, especially for culturally-competent legal advice services and legal education workshops where 2SQTNB+ communities may lack access otherwise. We also aim to support capacity building in smaller centres throughout Ontario through legal education and legal services.

The 519 is committed to racial justice and reconciliation with Indigenous communities. The 519 works in partnership with over 50 community partners and educational institutions to improve the wellbeing of the 2SQTNB+ communities including those individuals experiencing marginalization and impacted by racism. The organization seeks to improve the lives of the communities we work with and ensure that diverse 2SQTNB+ experiences and identities are reflected in staffing and organization.

PRIMARY FUNCTION

Reporting to the Manager of Legal Initiatives, the Legal Caseworker, Access to Justice position is an experienced social services worker with strong knowledge of legal issues affecting 2SLGBTQ+ (Two-Spirit, Lesbian, Gay, Bi, Trans, Queer+) communities and excellent skills in client services engagement and navigation of the criminal legal and social services systems. The Legal Caseworker will provide enhanced wrap-around services and supports for referred 2SLGBTQ+ Justice Centre participants, including justice-involved youth and adults. Services are provided primarily virtually with several in-person requirements.

KEY ACCOUNTABILITIES

- Provide intensive case support for 2SLGBTQ+ Justice Centre (JC) participants from the Downtown East and Toronto Northwest sites to address identified needs and strengths in areas including, but not limited to, mental health, addictions, housing, education, employment, practical supports, and pro-social activities.

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- Support the development of an Individual Plan for referred 2SLGBTQ+ JC participants navigating the criminal (as accused, victim or witness), family, health or housing legal systems in time-limited systems-navigation and communications supports. Supports may include supporting the participants' existing relationships with community-based organizations, accompaniment to hearings and meetings with lawyers, assist with completing forms, assembling paperwork, as well as assisting clients who need support accessing social, educational and health services such as obtaining identification, employment, recreation, accompanying to appointments, and others as required by the Individual Plan.
- Deliver trauma-informed and responsive case management services for referred 2SLGBTQ+ JC participants
 - Connect with the referred JC participant, help them maintain release conditions and work to achieve individual and community wellbeing goals
 - Support the Individual Plan
 - Attend/participate in court dates and conduct screening assessments in partnership with JC staff for referral clients
 - Accept and track referrals based on the needs of referred JC participants
 - Provide input to JC staff on individual circumstances, ongoing engagement and willingness of the JC participants to engage with supports, services, and programming
 - Provide systems navigation including court accompaniment, administrative support, and advocacy while navigating social, legal and health services
- Maintain the confidentiality and security of JC participants' personal information in accordance with applicable legislation such as Freedom of Information and Protection of Privacy Act, the Municipal Freedom of Information and Protection of Privacy Act, and the Personal Health Information Protection Act, the Youth Criminal Justice Act, The 519's privacy policies and procedures, and the industry's best practices.
- Gain consent prior to obtaining personal information, keeping information secure, restricting access to personal information of JC participants to only those that need access, disclosing information only as required, and promptly reporting any breaches.
- Work closely with other agencies to support participants and their families as needed, including supporting participants' existing relationships with other community-based organizations.
- Develop referral pathways for justice involved individuals assigned to The 519
 - In collaboration with other JC staff members and the JC participants' needs assessment, design referral pathways and partnerships to support the participant.
 - Identify in-kind support services and partnerships such as access to training, health services, coaching or peer programs. Support the development of collaborative in-house programs with other community agencies.
- Partner with the Ministry of the Attorney General and the City of Toronto staff to co-lead opportunities to co-design strategies better support 2SLGBTQ+ BIPOC Justice-

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involved individuals. Provide subject matter expertise, co-facilitation and strategic input into the design of a Justice Centre programs to support 2SLGBTQ+ BIPOC justice-involved individuals in a sustainable and ongoing way.

- Participate in weekly meetings, court briefings and any and all court appearances for JC participants.
- Monitor, evaluate and report on outcomes
 - Maintain files and records of participants' activities including but not limited to documentation related to the Needs Assessment, the Individual JC Plan Template, and referrals made for the JC participants.
 - Report on JC participants' activities through the Individual Reporting Template.
- Participate and support The 519's access to justice team meetings, events and projects.
- Other duties as assigned.

REQUIRED KNOWLEDGE AND EXPERIENCE

- A post-secondary degree in social work or a related field.
- Three years experience supporting youth or adults in the criminal legal system.
- Significant experience working with 2SQTNB+ community members and working with youth. Lived experience is a strong asset.
- Demonstrated ability to provide holistic and comprehensive case management services to all clients including initial and ongoing assessments, goal setting, short and long-term case.
- Plan development, crisis intervention, progress monitoring, client advocacy and referrals.
- Knowledge of case management and harm reduction principles, theory and practice.
- Demonstrated ability to work with individuals facing multiple barriers such as mental health disabilities and homelessness.
- Strong client relationship skills, especially with youth: building trust, interview techniques, and record-keeping.
- Demonstrated ability to use problem-solving techniques to identify and assess client needs and develop appropriate intervention strategies.
- Skillful in assertive outreach and follow-up using a flexible approach to support/assist clients in remaining engaged.
- Excellent knowledge of community resources and demonstrated ability to negotiate with others on behalf of clients.
- Excellent judgment and decision-making skills including a keen awareness of client-caseworker boundaries.
- Exceptional organizational and client data management skills.
- Strong written and verbal communication skills.
- Excellent time management and attention to details.
- Experience updating and organizing online information.
- Outstanding computer skills (particularly Microsoft Suite and database programs).



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- Working knowledge of privacy, confidentiality, FIPPA, MFIPPA and other relevant privacy legislation, policy and procedures.
- Experience working within a multidisciplinary team.
- Strong interpersonal and team communication skills. This position relies on good working relationships with other agency staff, Crown Attorney's and occasionally, the police.
- An understanding of the systemic nature of oppression, particularly the intersection of gender, race, sexuality, and class.

OTHER REQUIREMENTS AND WORKING CONDITIONS

- Conduct visits in community settings, working in sometimes difficult conditions, including hoarding and outside living situations.
- Able to work from a variety of locations in the community where services are being provided and as requested by the Court for the integration of those services.
- There is an expectation of regular travel throughout the City of Toronto, and occasional travel outside of the Greater Toronto Area.

POSITION DETAILS

Position Status	Full-Time, Ongoing
Union Status	Union Position - CUPE Local 2998 – Wage Grade 10
Starting Hourly Wage	\$28.64/hour starting rate (City of Toronto 2024 Wage Grid for Union Staff) (Range is \$28.64-\$32.88)
Benefits	Enrolled in health, dental, life and disability benefits after completing probation; Mandatory OMERS pension enrollment from day one.
Hours of Work	40 hours per week, Monday to Friday 9:00 a.m. – 5:30 p.m., some evenings and weekends may be required as needed.
Vacation	3 weeks per year; eligible for use after first year of employment
Location	Due to the nature of the work, this job will be performed on-site at The 519 and in other community settings.

APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to Careers@the519.org no later than **Wednesday, July 23, 2025**. Please quote **Job #25-18** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 25-18 First Name Last Name". Please also share **which pronouns you would like us to use** when corresponding with you (directly and within The 519) in your email or your cover letter.

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.



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The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.

Accommodation: *The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*