



## EMPLOYMENT POSTING: **POVERTY LAW LEGAL ADVOCATE**

### **Position Summary**

NSCR seeks a *part-time* (2.5-3 days/week) Legal Advocate to provide legal information, referral, education and advocacy services to low income clients on the North Shore regarding poverty related issues including income security, housing, debt, employment, and benefits. The Legal Advocate will share this position (1FTE) with another advocate and be supervised by the supervising lawyer and the Executive Director (also a lawyer).

### **Position Responsibilities**

#### **1. Legal Advocacy (≥ 80%)**

- Communicate with clients to assess client eligibility, relevant facts, issues and rights/entitlements
- Research relevant issues and law to determine merits of client's position
- Advise clients with respect to legal rights and options
- Provide assistance and advocacy on behalf of clients
- Provide legal information and referral as appropriate
- Communicate with opposing party(ies) as appropriate including mediation, negotiation, advocacy services
- Representation of clients before decision makers (oral/written submissions)
- Maintain appropriate client files
- Consult with the other Legal Advocate, Supervising Lawyer and Executive Director for advice and direction with respect to client representation, program administration or any other matter relating to the program

#### **2. Community Engagement and Public Legal Education (12.5-15%)**

- Meet with individuals and organizations who work with the community to inform/education them regarding the program and appropriate referrals
- Prepare and facilitate public legal education workshops for individuals and organizations on the North Shore

#### **3. Program Administration and Other Responsibilities (5-7.5%)**

- Provide documentation and reporting regarding work related activities as required
- Assist with the development of and maintenance of high professional standards with respect to policy, file management, client communication

- Assist with the development of appropriate management systems
- Train and supervise volunteers as required
- Undertake and maintain continuing legal education as appropriate and required
- Undertake any other responsibilities related to the position as required

### **Qualifications, Skills and Experience**

- Post-secondary education in related field
- Continuing education relevant to the position including ADR
- Legal or paralegal training and experience, especially as related to poverty law
- Aptitude for working effectively with disadvantaged clients including those with mental, cognitive or physical disabilities, those with low income, individuals with limited capacity in English or literacy generally and clients from diverse backgrounds
- Excellent communication and analytical skills
- Established relationships/networks in poverty law community of practitioners
- Experience with public legal education and community engagement
- Experience/capacity to work with a colleague in shared position
- Ability to work independently as well as seek assistance/direction as appropriate
- Superior file management and capacity to manage a demanding case load
- Understanding of and experience with professional ethics
- Appropriate computer and other technological literacy

Note: a satisfactory criminal record check will be a pre-requisite for employment

### **Terms of Employment**

Starting Wage: \$23.83/hour (1 day = 7 hours working time)

Start Date: Immediately

Benefits: A pro-rated benefit package is available for qualified employees (60% of FTE equivalent).

Note: This position is subject to funding which is provided by the Law Foundation of BC.

### **Applications:**

Please send *electronic* applications (letter + CV) to Murray Mollard, Executive Director:  
[murray.mollard@nscr.bc.ca](mailto:murray.mollard@nscr.bc.ca)

*Only those applicants selected for an interview will be contacted. We thank all individuals who have submitted an application for their interest.*

For more information about North Shore Community Resources Society, visit [www.nscr.bc.ca](http://www.nscr.bc.ca)

**Application Deadline: Monday, August 24, 2015+**