



**SOUTH PEACE COMMUNITY RESOURCES SOCIETY  
JOB POSTING**

<b>POSITION TITLE:</b>	Legal Advocate
<b>CLASSIFICATION:</b>	Adult, Youth and Child Worker
<b>GRID LEVEL:</b>	11
<b>PROGRAM:</b>	Family Safety, Counselling and Support Services
<b>REPORTS TO:</b>	Personnel & Practice Coordinator
<b>JOB SUMMARY:</b>	<p>The Legal Advocate will:</p> <ul style="list-style-type: none"><li>• Provide legal information, advocacy and referrals to persons in the South Peace River area who have problems related to poverty law.</li></ul>
<b>QUALIFICATIONS:</b>	<p>The Legal Advocate will have:</p> <ul style="list-style-type: none"><li>• A two year program in criminology or two years in a related human/social service field, and</li><li>• Two years recent, related experience, or</li><li>• An equivalent combination of education, training and experience</li></ul>
<b>PERSONAL ATTRIBUTES:</b>	<p>The Legal Advocate must demonstrate:</p> <ul style="list-style-type: none"><li>• a high degree and awareness of ethical and professional conduct</li><li>• empathetic listening and support qualities;</li><li>• organization, prioritization and motivation skills</li><li>• a willingness to work flexible hours</li><li>• a non-judgemental attitude</li><li>• sensitivity</li><li>• cultural awareness</li><li>• good boundaries and self care practices</li></ul>
<b>SKILLS &amp; KNOWLEDGE:</b>	<p>The Legal Advocate will:</p>

- conduct client intakes and assess needs in the areas of native Law, Landlord and Tenant issues, Child Support/Family Maintenance, Worker's Compensation, Benefit and Disability applications for BC Employment and Assistance, Welfare and Pension appeals information, Credit/Debt information and mental Health legal issues
- Assist clients with legal procedures, including completion of legal forms and accompanying and assisting clients at court, tribunals, police, lawyers, legal aid, financial aid workers, landlords and in other situations as required
- Provide seminars and workshops to the public regarding basic legal procedure and requirements of the justice system
- Provide legal education and resources to clients
- Keep the society updated with new resource materials and community resources providing information about statutes and regulations relevant to the client's concerns and issues
- Provide skill building in areas such as self advocacy
- Provide emotional support to clients who are in crisis
- Perform clerical duties, including collecting and maintaining statistics on issues raised by clients, types of services provided to clients and the number of clients serviced
- Compile monthly, mid-year and year-end statistics and anecdotal monthly reports to the society and funder
- Develop relationships with community and legal agencies
- Develop working knowledge of poverty law
- Provide referrals to other community service providers, resources and professional as required
- Maintain an up to date client handbook and program manual
- Perform other related duties as required

**HOURS OF WORK:** 31.5 hours per week

**RATE OF PAY:** As per the Collective Agreement. Grid Level 11 applies to this position

**CLOSING DATE:** January 13, 2015

**SUBMIT RESUMES TO:** Lori Brooks, Human Resource Coordinator

P.O. Box 713 (10110 - 13<sup>th</sup> Street)  
DAWSON CREEK, BC, V1G 4H7  
Fax: (250) 782-4167  
E-mail: [humanresources@spcrs.ca](mailto:humanresources@spcrs.ca)

- Please include competition #**1643** with resume
- Only short-listed applicants will be contacted
- This position requires union membership
- This position is open to female and male applicants