

LANGLEY COMMUNITY SERVICES – JOB POSTING ADV19-01

❖ Job Title:	Legal Advocate
❖ Department:	Legal Advocacy
❖ Start Date :	April 1, 2019
❖ Salary:	Hourly Rate \$25.54 - \$29.73 depending on qualifications
❖ Hours:	Full Time – 35 hours per week
❖ Reports to:	Program Manager and Supervising Lawyer

❖ About Us

Langley Community Services Society has been in existence for over 47 years. We offer a wide variety of social service programs to the community. We are fully accredited through the Council of Accreditation and maintain best practices standards. Our mission is to assist individuals and families to enhance their lives through the provision of information, services and programs.

❖ Job Summary

This newly created position will work directly with clients to educate them about their legal rights, explain options for legal problem solving and, where appropriate, assist them with dispute resolution and/or represent them at hearings before boards and tribunals. The Advocate will also promote awareness of the legal advocacy program and its activities.

❖ Key Duties and Responsibilities

- Provide legal information on poverty law issues;
- Facilitate client's access to community resources as appropriate (e.g., LSS) and provide self-help materials;
- Interview and assess client poverty legal issues and determine course of action and provide information, insight and advocacy and if appropriate, accompaniment at a tribunal level;
- Provide clients with legal information and assistance (e.g. income assistance, housing - residential tenancy and employment standards and disability applications);
- Assist clients with completing applications, forms, tribunal appeal documents and letters as appropriate;
- Support and encourage clients to engage in self-advocacy (provide self-help materials);
- Liaise with community groups to enhance awareness of LSS services and public legal education and information (PLEI) materials;
- Write and submit regular reports as required by the Law Foundation of British Columbia, LSS and LCSS;
- Maintain and manage accurate and timely documentation of client files and statistical records;

- Participate in file supervision as deemed appropriate by the supervising lawyer and immediate supervisor;
- Contribute to the agency-wide Quality Assurance Program;
- Meet regularly with department supervisors/advocate and with supervising lawyer to review program activities;
- Ensure that programs and services meet all applicable accreditation, reporting and contractual requirements, and
- Performs other duties/tasks as directed.

❖ **Required Education, Experience, Training**

- Post-secondary education in social sciences, law, counseling, criminology or other relevant qualifications; or a combination of relevant experience and legal education;
- Legal or paralegal training
- Demonstrated knowledge of legal/community resources and familiarity with poverty/social justice issues;
- Interest and background in variety of areas of law, particularly as they apply to people living in poverty
- Aptitude for working effectively with individuals who are underserved and underrepresented;
- Awareness of and sensitivity towards cultural influences within the diverse client base
- Strong communications skills including ability to identify hidden issues;
- Dispute resolution training an asset;
- Knowledge of local community resources (or how to find them);
- Strong record keeping, communication and administrative skills including ability to keep reliable and accurate notes of client and other case contacts
- Ability to manage confidential information in accordance with the Law Society standards and LCSS confidentiality Agreement
- Ability to work independently, take initiative and at the same time function as part of a team
- Treats people with respect; inspires the trust of others and works ethically and with integrity, and
- Computer literacy, including effective working skills in MS Word and Excel essential

❖ **Additional Information:**

- Criminal Record Check required.
- Valid Driver's Licence and use of personal vehicle may be required for work. Mileage is not paid for to and from work site for start and end of shift purposes.
- Flexibility to work within varying Locations.
- Work outside of normal office hours may be required.
- Union Exempt position.

TO APPLY:

Please reply by March 15, 2019 with Cover Letter and Resume, quoting Posting Number ADV19-01 to:

Langley Community Services Society
Attention: Mary Tanielian – Program Manager
5339 207th Street, Langley, BC V3A 2E6
Email: mtanielian@lcss.ca