

LANGLEY COMMUNITY SERVICES SOCIETY – JOB POSTING ADV-2026-02

External/Internal Posting

❖ Job Title:	Family Law Advocate
❖ Department:	Law Services
❖ Start Date :	April 1, 2026
❖ Salary:	Hourly Rate \$33.35 - \$38.39 depending on qualifications
❖ Grid Level:	14- Unique
❖ Hours:	Full Time – 35 hours per week
❖ Reports to:	Program Manager

About Us

Langley Community Services Society has been in existence for over 54 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 in matters of separation, divorce, guardianship and parenting arrangements, child and spousal support and protection orders. We support individuals in navigating the family justice system by providing legal information, referrals, court preparation, and support. We assist with both provincial and Supreme Court matters. The Advocate will also promote awareness of the legal advocacy program and its activities.

❖ Key Duties and Responsibilities

- Screen and identify individuals' legal issues according to program guidelines and funding mandate and assess eligibility for the program.
- Provide support, legal resources, information, and appropriate referrals by telephone, email, and face to face appointment.
- Support individuals through the multi level court systems, including court preparation and support accompaniment when appropriate.
- Interview and assess client legal issue, determine a course of action, provide information, insight, and advocacy.
- Provide clients with legal information, resource, referral, and assistance with parenting arrangements, permission to travel, relocation, support, BC FMEP, Family Violence Screening, safety planning, desk-order divorce, Canada child benefit, and assistance with Civil Resolution Tribunal.
- Assist clients with completing applications, forms, letters, and where appropriate encourage clients to engage in self-advocacy using self-help materials.
- Facilitate client access to community resources (e.g., LSS) and liaise with community groups to enhance awareness of LSS services and PLEI materials.
- Build and maintain positive working relationships with advocates, lawyers, Legal Services Society, and other relevant groups and individuals.
- Research current policies, procedures, laws, and case law to keep legal resources current.
- Maintain and manage accurate and timely documentation of client files, program records, and statistical data; write and submit reports as required by the Law Foundation of BC, LSS, and LCSS.

- Participate in file supervision, meet regularly with supervisors and the supervising lawyer to review program activities, and contribute to the agency-wide Quality Assurance Program
- Assist the program lawyer.
- Perform related administrative practices and other duties/tasks as directed.

❖ **Required Education, Experience, Training**

- Post-secondary education in social sciences, law, counseling, criminology, or related social services programs; or a combination of relevant experience and legal education.
- Legal or paralegal training, with demonstrated knowledge of legal and community resources and a good understanding of Family Law and Community Law.
- Four years' experience working in a related field.
- Aptitude for working effectively with individuals who are underserved, underrepresented, or experiencing a wide range of sensitive issues.
- Awareness of and sensitivity toward cultural influences within a diverse client base.
- Knowledge of community resources, social service agencies, and how to locate additional supports when needed.
- Self-motivated with the ability to run an organized caseload and work independently while also functioning as part of a team.
- Strong communication skills, including the ability to identify hidden issues, maintain reliable and accurate case notes, and manage confidential information in accordance with Law Society standards and the LCSS Confidentiality Agreement.
- Computer literacy with effective working skills in MS Word and Excel.
- Dispute resolution training is an asset.
- Must have a valid BC Driver's License and access to a vehicle; treats people with respect, works ethically and with integrity.

❖ **Additional Information:**

- Criminal Record Check required.
- This position is open to all qualified applicants.
- 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.
- This is a Union Position

TO APPLY:

- Please reply by March 13, 2026, with Cover Letter and Resume, quoting Posting Number ADV-2026-02 to:

Langley Community Services Society
Attention: Natasha Cornwallace
5339 207th Street, Langley, BC V3A 2E6
Email: ncornwallace@lcss.ca