



JOB POSTING

JOB TITLE:	Community Legal Advocate
TERMS:	Part-time, permanent, 25 hours per week
SALARY RANGE:	\$41,600 to \$49,400 per annum plus health benefits
LOCATION:	Sechelt, BC (hybrid working arrangements are available) On-site at partner locations 1-3x per month in Gibsons and Pender Harbour
CLOSING DATE:	January 30, 2023 at midnight - please note that rolling interviews may be conducted, and a job offered as we receive applicants

Job Summary:

The role of the **Community Legal Advocate** through the Sunshine Coast Resource Centre (“Resource Centre”) is to provide access to justice, including free legal representation and legal information, and legal advocacy for low-income people in the Lower Sunshine Coast community. This role is part of the Resource Centre’s Community Legal Clinic program, and works on a team with the Legal Aid Navigator. The role and the program reports to the Executive Director and Board of Directors, with files and cases overseen by a Supervising Lawyer.

This position involves professional client representation on poverty law matters pertaining to the BC Residential Tenancy Act, BC Employments Standards Branch, Workers Rights and the EI Program; Civil Resolution Tribunals, and issues related to income security such as income assistance, persons with disability (PWD) and CPP-Disability (CPP-D), and old age security; and Aboriginal Law issues including Indian status applications, health benefits, and band membership applications. Other areas of law are considered if they are connected to poverty law matters and not covered by the Legal Aid Navigator position.



Essential Responsibilities:

LEGAL REPRESENTATION

- Conduct intake interviews with clients to identify clients' legal issues, provide information, navigate client through their legal options, and represent clients through tribunals and other hearings. Schedule and manage appointments and support the client with access to justice.
- Support qualified clients with Residential Tenancy disputes related to the Residential Tenancy Act (RTA) and non-RTA issues including mobile homes, Co-ops, shared accommodation and room rentals. Navigate clients through the RTB Dispute Resolution process, including filing, hearings and after the arbitrator decision. Liaise with other Resource Centre staff, social service and health providers on housing security for clients.
- Provide full representation on poverty law matters to do with income security, income assistance, Persons with Disability (PWD) and CPP-Disability (CPP-D), Guaranteed Income Certificates, Old Age Security, consumer debt and other income security issues.
- Provide support as a helper or representative for clients with the Civil Resolution Tribunal (CRT), helping clients to stay organized, take notes, provide emotional support, and provide help with forms, filing documents, discussing the dispute with CRT staff, file documents on the client's behalf, or speak during the tribunal or hearing.
- Support clients with written and verbal process navigation, helping clients to identify next steps and their path through the legal system, or steps they can take while waiting to receive legal assistance.
- Work with Legal Aid Navigator to refer and navigate clients to other pro bono legal services and resources, especially for family law service information and referral.
- Act as liaison to the justice system, identify gaps in services and systemic issues and collaborate with others to identify solutions where appropriate. Work with the Resource Centre legal team, volunteer lawyers, and community partners to improve legal services and access to justice for clients on the lower Sunshine Coast.
- Ensure that your practice is inclusive, equitable, accessible, trauma-informed and, sensitive to diversity, supporting all genders (men, women, 2sLGBTQIA+), Indigenous, racialized and disabled people. Identify ways to make the Community Legal Advocate more accessible to diverse groups.
- Identify and maintain knowledge of resources and programs on the Lower Sunshine Coast that may benefit your clients.



ADMINISTRATION

- Under the supervision of the Supervising Lawyer and the Executive Director, ensure that client files are maintained to a professional and efficient standard, with respect to policy, file management and organization, and client consent, process navigation and communication.
- Submit monthly reports to the Law Foundation of BC and Resource Centre Board of Directors in collaboration with the Legal Aid Navigator.
- Meet monthly with the Supervising Lawyer to review or discuss all full representation files opened as well as review court documents or advocacy work prior to filing.
- Assist with the development of appropriate program management and merit assessment systems and ensure that client file data is captured in a practice management software.

EDUCATION & ADVOCACY

- Support the Legal Aid Navigator with public legal education, including some workshops or presentations, or print or digital articles, or organize pro bono legal clinics for the community.
- Work with the Resource Centre Communications Specialist to develop handouts that may benefit clients in navigating legal services.
- With the Resource Centre Board and Executive Director, identify ways to address systemic, substantive or procedural issues faced by many clients.

Qualifications:

- Post-secondary undergraduate degree in law, social work, social sciences, counselling, criminology or other relevant qualification or equivalent of education and experience.
- Expertise or ability to have a strong understanding of the laws of British Columbia and Canada that pertain to the Poverty Law program. Knowledge of, and experience with the justice systems and government programs/services is preferred.
- Experience supporting underrepresented clients in family law or related legal systems preferred.
- A law degree or legal/paralegal training is an asset.
- Organizational and time management skills, and a high degree of professionalism and trustworthiness are critical for this position.



- Strong written and verbal communication skills are required, as are strong record keeping and administrative skills including the ability to keep reliable, accurate notes of clients and other case information.
- Knowledge of legal resources locally, provincially and nationally are an asset, but not a requirement. Take ongoing training through the Law Foundation of BC and other organizations.
- Ability to work independently, manage your own schedule and work on a team.
- A commitment to the vision, mission and values and policies and procedures of the Sunshine Coast Resource Centre.
- Alternative dispute resolution training, such as mediation, an asset but not required
- An aptitude for working effectively with disadvantaged clients including those with mental, cognitive or physical disabilities, those with low income or literacy barriers, or people who have experienced trauma.
- Interest and experience in advocacy related to poverty and social justice issues and ability to effectively represent clients at legal hearings/tribunals and in writing.
- Ability to manage confidential information in accordance with the Law Foundation of BC's standards and the Resource Centre's Confidentiality Agreement.

To apply:

Please apply by midnight on Monday, January 30, 2023 by sending your cover letter and resume in PDF format to Katie Clogg, Executive Director at executivedirector@resourcecentre.ca with the subject line, "Community Legal Advocate". Please note that rolling interviews may be conducted, and a job offered as we receive applicants.

TRAINING : This position comes with a significant paid training schedule and resources regarding the various areas of law the Advocate will have to handle.

About the Sunshine Coast Resource Centre:

The Sunshine Coast Resource Centre is a navigation and advocacy hub which supports clients to have fair access to government, legal, health and social services resources to improve their health and well-being. Our guiding values include inclusion, collaboration, respect and advocacy. The Resource Centre has also led many community development projects, including the Sunshine Coast Poverty Reduction Strategy. learn more visit www.resourcecentre.ca.