

JOB POSTING

Community Legal Advocate



PROGRAM NAME: Legal Support Program

JOB TITLE: Community Legal Advocate - Full-time, 35 hours per week

LOCATION: 5674 Cowrie Street, Sechelt, BC, V0N 3A0

REPORTS TO: Legal Support Manager

COMPENSATION: \$29.55 to \$34.77 per hour

About Sunshine Coast Resource Centre

The Sunshine Coast Resource Centre is a community-based nonprofit organization that helps people navigate services, access legal and social supports, and connect with the resources they need. Our work is grounded in collaboration, advocacy, respect and equity, and we are continuing to grow our role as a welcoming community hub on the Lower Sunshine Coast.

Why Work With Us

- Meaningful, community-based work that improves access to justice for people facing financial and systemic barriers.
- A collaborative legal support team, with regular access to professional supervision from a Supervising Lawyer.
- Employer benefits plan for eligible employees.
- Paid vacation, sick leave and special/wellness leave in accordance with Resource Centre policy.
- Employer-supported professional development, including Law Foundation training and the annual Provincial Training Conference.
- A 35-hour full-time work week in a small, community-focused organization where staff are encouraged to contribute ideas and help strengthen services.

Job Summary

The Community Legal Advocate role at the Sunshine Coast Resource Centre (“Resource Centre”) is to provide and promote access to justice, including free legal representation, legal information, and legal advocacy for low-income people in the Lower Sunshine Coast community. This role is part of the Resource Centre’s Legal Support Program which also consists of a Family Law Advocate and a Legal Aid Intake Coordinator. The role and program reports to the Manager of the Legal Support Program with files and cases overseen by a Supervising Lawyer.

The position involves professional client representation on poverty law matters pertaining to the BC Residential Tenancy Act, BC Employment Standards Branch, Employment Insurance, Civil Resolution Tribunals, and issues related to income security such as Income Assistance, Persons With a Disability (PWD), CPP-D (CPP Disability) and Old Age Security (OAS).

Key Duties and Responsibilities

Legal Representation:

- Conduct intake interviews with clients to identify clients’ legal issues, provide information, navigate clients through their legal options, and represent clients through tribunals and other hearings.
- Support qualified clients with Residential Tenancy Branch (RTB) disputes related to the Residential Tenancy Act and the Manufactured Home Park Tenancy Act. Navigate clients through the RTB Dispute Resolution process including filing claims, representations during hearings or settlement negotiations.
- Provide full representations on poverty law matters to do with income security, Income Assistance, Persons With a Disability (PWD) applications, CPP-Disability (CPP-D) applications, Canada Pension Plan (CPP), Old Age Security (OAS), Guaranteed Income Supplement (GIS) and Employment Insurance (EI).
- Provide support as a helper or representative for clients with Civil Resolution Tribunal (CRT), helping clients stay organized, take notes, provide emotional support, and provide help with forms, filing documents, or speaking on behalf of the client during hearings.
- Conduct conflict checks.

JOB POSTING

Community Legal Advocate



- Work with the Legal Support Team to refer and navigate clients to other pro bono legal services and resources.
- Act as a liaison to the justice system and identify gaps in services.
- Provide support, legal resources, information and appropriate referrals by telephone, email and appointment.
- Ensure your practice is inclusive, equitable, accessible, trauma-informed, 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.

Administrative and Other:

- Under the supervision of the Supervising Lawyer and the Legal Support Manager, ensure client files are maintained to a professional and efficient standard, with respect to policy, file management and organization, client consent, process navigation and communication.
- Input files into the CRM monthly (Clio).
- Meet monthly with the supervising lawyer to review or discuss all full representation files opened as well as review legal documents or advocacy work prior to filing.

Education and Advocacy:

- Work with the Legal Support team to provide public legal education, including some workshops or presentations for the community.
- Work with the Resource Centre's communications specialist to develop handouts that may benefit clients in navigating legal services.

Training:

- Responsible for successfully completing the Law Foundation foundational training course as well as attending other training provided by the Foundation.
- Attending the annual Provincial Training Conference.
- Attend regular meetings with the Community Advocate Supervising Lawyer.

Qualifications

Education and/or Experience Required:

- Post-secondary education and/or equivalent training or education in Legal Services, Social Work, or related social service program
- Two years of experience working in a related field
- Knowledge of community resources and other social service agencies and understanding of the barriers individuals face in access to justice
- Knowledge of Legal Services policies and procedures
- Excellent verbal and written communication skills
- Ability to work effectively with clients who are experiencing a range of sensitive issues
- Ability to take initiative, identify urgent work items and set priorities
- Must be self-directed and able to manage confidential information
- Must have a valid Driver's License and access to a vehicle

How to Apply

Application Deadline: Open until filled

If you're dedicated to helping others navigate complex family law matters and are passionate about supporting low-income individuals, we want to hear from you! Please submit your resume and cover letter to hr@resourcecentre.ca, with "Community Legal Advocate" in the subject line outlining your qualifications and explaining why you're a great fit for this role.

Sunshine Coast Resource Centre encourages applicants from diverse backgrounds and individuals who understand the unique needs of Indigenous communities. We are an equal opportunity employer, and we thank all applicants for their interest. However, only those selected for an interview will be contacted.

We acknowledge the unceded territories of the shíshálh and Skwxwú7mesh Nations and are committed to truth and reconciliation in our work and relationships.