

Job Description

Legal Information Program Coordinator

Background:

The Sunshine Coast Resource Centre is contracted as a Community Partner of Legal Aid BC and employs a Legal Information Program Coordinator at 8 hours/week as part of our umbrella of information and referral programs.

Purpose:

The Coordinator provides free information, support and referrals to clients on a range of legal issues including family, civil, criminal and aboriginal law. The Coordinator refers to our Community Legal Advocate for client support and representation on administrative legal issues such as tenancy and disability assistance.

The Coordinator assists clients in applying for legal aid, understanding legal aid eligibility requirements and accessing free or low-cost legal advice and information. The Coordinator also delivers public legal education to community members and partner organizations across the Sunshine Coast.

Proviso:

Services delivered under the Legal Information Program *do not include* providing legal advice to clients or approving applications for legal aid representation.

Reporting:

The Coordinator reports to the Executive Director and designated Board liaison. The Coordinator liaises with the Resource Centre's Community Legal Advocate and the Communications Specialist.

Responsibilities:

- Advertise the availability of Legal Aid BC services coast-wide.
- Maintain and distribute current copies of Legal Aid BC and other Public Legal Education and Information (PLEI) materials, accessible to the public.
- Help clients connect with Legal Aid BC, Access Pro Bono or other low-cost legal resources by phone or other means for information and/or to apply for legal aid.
- Refer and assist clients to use various public legal websites e.g. Legal Aid BC, Family Law, Clicklaw, People's Law School, Provincial or Supreme Courts and others.
- Assist clients to access online legal forms and clarify what is needed to complete the forms ie. gathering relevant documents or information, photocopying, scanning, faxing, etc.
- Participate in Legal Aid BC sponsored conferences and webinars. Attend relevant Sunshine Coast-based inter-agency meetings and community events to promote Legal Aid BC services in our region.
- Liaise with local community groups, stakeholders and organizations to improve awareness of Legal Aid BC intake services and PLEI materials.

- Submit a monthly report to Legal Aid BC detailing all activities and services provided. This report should also be provided to the Board liaison and Executive Director with any special notes on highlights of the past or upcoming month, emerging trends, gaps or needs in the community and any recommendations for action.

Education and Experience:

Formal education and training/certification should be appropriate to the position e.g. knowledge of legal issues, the court and justice system, understanding mental health, substance misuse, domestic violence and child protection.

Skills and Abilities:

- Ability to work both independently and as part of a team – initiative and adaptability
- Commitment to client confidentiality
- Ability to perceive and respond empathetically and non-judgmentally to the needs of clients and colleagues
- Strong planning, organizational and administrative skills
- Ability to identify, gather, analyze and understand information; to reach reasoned options for clients.
- Strong knowledge of local community and social service resources and off-Coast legal resources
- Solid experience in navigating the legal system, or willingness to learn
- Excellent communication skills – clear, concise verbal and written
- Strong computer skills including internet search
- Ability to collaborate and work effectively with community groups and diverse stakeholders

Terms of Employment:

This position is for 8 hours/week until March 31, 2021 at \$25/hour, with an anticipated contract renewal for an additional two years, pending successful funding agreements.

The position requires in-person office hours of approximately 4 hours per week at the Resource Centre's office in Sechelt in order to assist clients with legal aid applications and to provide support and computer access for completing and scanning/faxing legal forms and finding legal information.

To Apply:

Please email a cover letter and resume to careers@resourcecentre.ca by Friday, August 21.