

IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL BCGEU BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.

**LEGAL SERVICES SOCIETY
POSTING**

TO: LSS STAFF (cc: BCGEU)

FROM: HUMAN RESOURCES DEPARTMENT

POSITION: ABORIGINAL COMMUNITY LEGAL WORKER – PARALEGAL – SMITHERS/HAZELTON

ONE REGULAR FULL-TIME POSITION

This position is not on the modified workweek

COMPETITION NO: B064-18

DATE POSTED: June 29, 2018

CLOSING DATE: July 20, 2018

STARTING DATE: ASAP

SALARY: Job Class 16 (Market Adjusted)
(\$53,268 - \$60,910)

This position is only open to persons of Indigenous ancestry pursuant to special program approval granted by the British Columbia Human Rights Tribunal.

PRIMARY FUNCTION:

To liaise with Indigenous communities and agencies and provide advocacy and administrative support, legal information and advice, early intervention, education and community outreach, and referrals to address the key civil and poverty law issues that affect Indigenous people.

The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.

DUTIES:

1. CIVIL/POVERTY LAW ADVICE AND ADVOCACY TO INDIGENOUS CLIENTS:

- a) Collect and review intake materials for LSS referral application;
- b) Establish and maintain client files;
- c) Assess issues/needs/urgency and status of matter(s), including any legal proceedings;
- d) Meet and interview clients, provide brief legal advice, consider next steps;
- e) Ensure client has legal representation prior to court appearances as appropriate;
- f) Conduct any summary research;
- g) Consult with Managing Lawyer and provide summary advice;
- h) Assist with basic case preparation, including documents;
- i) Assist with drafting correspondence as required;
- j) Provide referrals to and liaison with external advocates, private bar/pro bono counsel;
- k) Negotiate settlements with third parties, including the Ministry of Children and Family Development;
- l) Provide advocacy at collaborative meetings and support at court; and
- m) Prepare and provide self-help materials, including precedents related to areas of civil law such as access to benefits, health, Indian residential schools settlement, wills, and estates and on and off reserve housing.

2. LIAISE WITH AND PROVIDE LEGAL EDUCATION AND TRAINING FOR THE ABORIGINAL COMMUNITY:

- a) Build relationships and partnerships with Indigenous communities to network, raise awareness of LSS and PLC and other LSS services, present information and identify community needs, including developing and conducting workshops to train band members, Chief and Council and community members (intermediaries and the public) on a variety of issues related to their needs including child protection, family law, civil law and mediation;
- b) Build and maintain relationships with services in the community, including but not limited to drug and alcohol, mental health, housing, parenting support and counselling groups and services; and
- c) Distribute public legal education (PLE) materials and describe the material in a culturally meaningful way.

3. PROVIDE CLIENT LIAISON AND SUPPORT ON LEGAL MATTERS:

- a) Assist Indigenous clients with identification and access of appropriate LSS services including legal representation and mediation;
- b) Attend court with client, liaise for client with the Ministry of Children and Family Development or Delegated Aboriginal Agency, LSS lawyer, duty counsel, band members to foster a holistic approach;
- c) Provide orientation for clients on civil and family law justice system process including child protection, mediation and other options; and
- d) Assist duty counsel at court house by working directly with clients explaining process and conducting interviews.

4. PROVIDE OTHER RELATED DUTIES:

- a) Provide input into the development of PLE materials that are culturally appropriate as needed;
- b) Collect client documents and information in support of intake applications and provide to LSS intake for processing and decision making;
- c) Refer clients to other LSS services or external referrals; and
- d) Perform other related duties as required.

QUALIFICATIONS:

Basic requirements

- Grade 12 education supplemented by post-secondary education in Law, Criminology, Library Science, and/or Social Work, or Paralegal/Legal Assistant Certificate from a recognized educational institute
- Minimum 5 years relevant experience in a legal environment and/or as outlined in rated requirements
- Ability to communicate effectively in English
- OR an equivalent combination of education and experience

Rated requirements

- General knowledge of child protection, family, criminal and other civil and administrative legal proceedings that affect low income people
- Knowledge of collaborative processes and the Ministry of Children and Family Development's Collaborative Practice and Decision-Making Policy.
- Knowledge of various community resources available
- Knowledge of LSS policies and procedures
- Excellent interpersonal, oral and written communication skills in person, by telephone and by email
- Ability to analyze/assess legal problems and provide legal information/advice
- Ability to conduct legal research, and advocate for clients
- Ability to prepare basic legal correspondence and court documents
- Ability to recognize and diffuse stressful situations and deal with clients in a sensitive manner
- Ability to make and maintain effective contacts with agencies, organizations, and other community groups
- Ability to be discreet and manage confidential information
- Ability to work well with others in a team setting
- Must have excellent communication and interpersonal skills
- Must be familiar with general software applications (MS Word, Outlook, Excel)
- Must have a strong desire to assist disadvantaged clients, including those experiencing family violence or addiction issues, those with low income, those with mental disabilities, or those whose first language is not English
- Demonstrated awareness of the community's cultural diversity, particularly Indigenous cultures.

This position requires some travel:

- A valid BC driver's license is required
- Must be willing and able to travel throughout BC

Employment is conditional upon completing and obtaining clearance from the following:

- **Criminal Record Check (CRC) in accordance with the Criminal Records Review Act**

We offer (based on your employment status and affiliation):

- A competitive salary
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

LEGAL SERVICES SOCIETY
Human Resources Department
Competition no: B064-18
400-510 Burrard Street
Vancouver, BC V6C 3A8
Fax: (604) 682-0725
E-mail address: resumes@lss.bc.ca

Please indicate **competition #, position title**, and whether you are an **internal or external** applicant in the posting in the email **subject line**.

VISIT OUR WEBSITE AT www.legalaid.bc.ca

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.