

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

**LEGAL SERVICES SOCIETY
POSTING**

TO: LSS STAFF (cc: PEA)
FROM: HUMAN RESOURCES DEPARTMENT
POSITION: FAMILY CASE ASSESSMENT STAFF LAWYER (CASELOAD) – VANCOUVER
ONE REGULAR FULL-TIME POSITION
COMPETITION NO: P056-18
DATE POSTED: June 21, 2018
CLOSING DATE: July 5, 2018
STARTING DATE: ASAP
SALARY CLASSIFICATION: Maximum Year Call 14
SALARY: As per the [PEA Salary Schedule](#)

Interested in using your family law and child protection experience to work with the Legal Services Society Family Law Services department? Unique full-time opportunity to provide case assessment services and to stay current with practice experience by providing direct client service in LSS representation and advice services as needed.

PRIMARY FUNCTION:

Reporting to the Manager, Family Law Services, this position will have primary responsibility to assess family law and CFCSA cases under the Family and CFCSA Case Management Programs and Intake Policies and Procedures to provide support to the organization on family and CFCSA tariff policy. This position is responsible for the funding decisions and authorizations required by Intake Legal Assistants in providing coverage and private/tariff bar lawyers in order to properly represent LSS clients.

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. Provides advice and support to Lawyer Services regarding application of tariff policy to ensure that mandated and contracted services are effectively and efficiently delivered.
2. Make decisions regarding discretionary services (such as extended services, exception reviews, representation for cancellation of CCOs) and case management budgets, while adhering to LSS policy and procedures.
3. Provides advice and support to Intake regarding coverage issues and change of counsel requests.
4. Provides advice and support to Lawyer Services regarding Case Management authorizations for services, disbursements, and other coverage issues and change of counsel requests.
5. Responds to lawyer inquiries regarding family and CFCSA tariff services.
6. Oversees office procedures and administrative systems including file management in accordance with LSS policy and standards.
7. Participates in divisional planning and in the development of goals and priorities for the department through ongoing assessment of departmental needs.
8. Maintains current awareness of developments in all matters impacting the department and the delivery of LSS programs and services and apprises the Manager, Family Law Services of issues and developments that could impact the Society or its programs and services.
9. Liaise with private/tariff bar lawyers, courts and community groups across B.C. to gather feedback and identify issues on matters of material interest relating to family law and CFCSA services and initiatives.
10. Participates in community, departmental, divisional and organizational projects, as time permits, including Canadian Bar Association sub-section meetings, Court Users meetings and functions where appropriate.
11. Ensures coordination of departmental resources with other departments providing related services.
12. Provides backfill to LSS representation or advice services as required.
13. Performs other related duties as required.

QUALIFICATIONS:**Basic requirements**

- A law degree from a recognized university and membership or eligibility for membership in the Law Society of British Columbia.
- A Minimum of five (5) years recent experience in family and child protection law.
- Experience at Provincial and Supreme Court levels involving the full range of family and child protection law issues is preferred.
- Significant knowledge of the principles and practices relating to family and child protection law.
- Or an equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- Significant experience with a legal aid family law and child protection practice.
- Significant knowledge of the principles and practices relating to family and child protection law.
- Excellent knowledge of family and child protection law, particularly:
 - Practice and procedure in Supreme Court under the *Divorce Act* and *Family Law Act*;
 - Practice and procedure in the Provincial Court under the *Family Law Act*, the *Child Family and Community Services Act* and the *Family Maintenance Enforcement Act*;
 - Practice and procedure under the *Interjurisdictional Support Orders Act*;
 - The *Provincial Court (Family) Rules*, *Provincial Court (CFCSA) Rules* and *Supreme Court Family Rules*, including prescribed forms.
- An understanding of Indigenous issues, cultures as well as Indigenous community groups and agencies and current issues affecting Indigenous communities.
- Ability to communicate and relate to Indigenous people and their communities, with sensitivity to cultural and Tribal/Nation differences.
- Knowledge of local community resources and familiar with the structure and history of Indigenous communities within BC.
- Knowledge of Legal Services Society Policy and Procedures, including the Legal Services Society Act and the Guide to Legal Aid Tariffs.
- Knowledge of the Professional Conduct Handbook, the Law Society Rules, and the Legal Profession Act.
- Excellent oral and written communication, negotiation, and interpersonal skills.
- Excellent computer skills coupled with a good understanding of the use of new technologies within a dynamic work environment.
- Excellent project management skills and the demonstrated ability to manage multiple projects simultaneously.
- Experience and skills demonstrated in administrative, analytic, organizational, budget management, planning activities and decision-making skills.
- Ability to produce concise and clear reports and correspondence and present legal information in understandable layman's language.
- Ability to exercise sound judgment and problem solve with diplomacy and tact.
- Ability to cope with a heavy volume of work and to work well under pressure.
- Ability to work independently and to foster effective working relationships with peers, subordinates and external contacts, and to work within a multi-disciplinary team environment.
- Ability to diffuse conflict situations and respond to angry individuals by utilizing effective conflict resolution skills.
- Ability to supervise staff.
- Experience with Windows and an intermediate level of knowledge of MS Word.
- Familiarity with Outlook and email for communication and scheduling.
- Willingness to work independent of legal secretarial support, as needed.

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

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

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

- A competitive salary
- 35 hour work week
- 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: P056-18
400-510 Burrard Street
Vancouver, BC V6C 3A8

E-mail address: resumes@lss.bc.ca

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.