

JOB POSTING

Job Title:	Poverty Law Advocate	Status:	Full Time
Program:	Public Education and Advocacy	Hourly Rate:	\$29.43
Location:	New Westminster	Posting #:	24028-PLA
Hours:	40 hours/week	Closing Date:	October 23, 2024
Schedule:	Monday – Friday		

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting a Full-time Poverty Law Advocate to support our Poverty Law Clinic program located in New Westminster. Located in New Westminster, the legal advocate staff provide support to individuals in need of assistance dealing with situations such as rental disputes, evictions, debt collection, bankruptcy, mental health, and employment standards, and accessing income programs.

KEY RESPONSIBILITIES:

- Provide legal information on poverty law issues to people in need.
- Consult with supervising lawyer on regular basis for advice on case management.
- Interview clients by phone or in person and identify their legal issue(s).
- Facilitate information and referrals to other community resources as appropriate.
- Assess legal merits of case and identify and research law relevant to client issues.
- Offer clients knowledgeable and prompt legal information and procedural guidance to assist them with prioritizing options.
- Provide self-help materials as appropriate.
- Negotiate on clients' behalf with other parties such as landlords and government agencies.
- Write letters and legal submissions on clients' behalf.
- Attend hearings and meetings to present clients' cases.
- Prepare witnesses if needed.
- Prepare and facilitate public legal education workshops.
- Attend legal education workshops and seminars for professional development.
- Liaise with and assess the needs of community groups.
- Maintain and manage accurate and timely documentation for each client file and for the program caseload as a whole.
- Write regular reports as required by the BC Law Foundation, the program's funder.
- Maintain regular communications with the assigned Department Director and Supervising Lawyer.

EDUCATION & EXPERIENCE:

- Minimum two (2) years post-secondary education with preference to those with law/paralegal education.
- Two years of experience in tenant, disability, and income support programs advocacy and, an ability to read, interpret and understand legislation.
- Strong knowledge of administrative justice.
- Self-motivated with well-developed case management and planning skills; organization, time management, problem solving and decision-making skills essential.
- Knowledge of local community resources and an awareness and understanding of poverty related issues.
- Ability to build and maintain relationships in the community.
- May be required to work the occasional weekends or evenings.

SKILLS & ABILITIES:

- Analytical ability and the ability to negotiate and mediate on behalf of clients with landlords and government agencies as necessary.
- Excellent interpersonal skills, including verbal and written.
- Team oriented.
- Proven track record of exercising good judgment.
- A Second language is an asset.
- Valid class 5 driver's license is an asset.

EFry is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to hiring@efry.com by no later than October 15th, 2024, with the subject line PLA 24028-PLA.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.