



Legal Advocate

This position is **temporary** for a 6 month period. It is a **30 hours per week** assignment with the days of work to be determined.

POSITION OVERVIEW: Legal advocates at First United provide advocacy assistance and representation to the Downtown Eastside community and others on a variety of issues generally encountered by low income individuals and families.

KEY RESPONSIBILITIES:

- Provides one-to-one advocacy services including referrals, information, summary advice, and/or full representation regarding the following legal issues: welfare (including disability), tenancy, employment insurance, Old Age Security, Canada Pension Plan (including CPP Disability), debt, employment-related issues (e.g. employment standards), human rights, and other similar matters.
- Assist with forms (facilitating access to benefits): old age security, victim assistance, birth certificate applications, guaranteed income supplement, etc.
- Connect clients to appropriate resources within our cultivated network of service providers and legal aid if we are unable to provide assistance.
- Provide representation at hearings, written submission of appeals and reconsideration of decisions, written and spoken interventions at an administrative level with a number of government programs, interviews and investigations, and basic assistance with a wide variety of applications.
- Assist in the delivery of public legal education workshops.
- Engage in research as applicable and meet reporting requirements as expected through the Law Foundation of BC.

SKILLS AND KNOWLEDGE:

- Strong verbal and written communication skills in English.
- Knowledge of relevant statutes such as Residential Tenancy and Employment and Assistance Acts and relevant case law to the areas we provide assistance in.
- Experience working with vulnerable and/or marginalized individuals.
- Experience working in a non-profit or social service related environment is an asset.
- Ability to pass a criminal record check (required).
- Ability to be warm and welcoming while maintaining a professional demeanour.

QUALIFICATIONS:

- Law Degree or relevant undergraduate degree, para-legal training, and continuing education in poverty law or an equivalent of education and experience combined.
- Minimum of 1 year related experience.
- Excellent computer skills.
- Valid Level 1 First Aid Certificate an asset.

HOURS OF WORK: 30 hours a week for a 6 month period with a possibility of extension.

PAY RATE: \$26.89/hr

Please forward a resume and cover letter to ncutayne@firstunited.ca by December 31, 2018.