

<b>Position</b>	<b>:</b>	<b>Poverty Clinic Advocate</b>	<b>Closing Date</b>	<b>:</b>	<b>1550H May 10<sup>th</sup></b>
<b>Type</b>	<b>:</b>	<b>Full-time (40 hrs/wk)</b>			
<b>Nature of Work:</b>	<b>:</b>	<b>Public Education and Advocacy</b>	<b>Location</b>	<b>:</b>	<b>402 East Columbia</b>
			<b>Posting #1</b>	<b>:</b>	<b>2220-052020</b>

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We are a human rights and social services charitable not-for-profit agency for women, girls and children affected by the justice system.

EFry is committed to the belief that people are willing and able to take responsibility for their own lives if provided with the resources, opportunities and skills to do so. We value working together with others who are committed to equality, fairness, and opportunity for those we serve.

We are seeking a Poverty Clinic Advocate for our program located in New Westminster.

## 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 their access 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 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 AND EXPERIENCE**

- Minimum two years post-secondary education
- Two years of experience in tenant, disability and income support programs advocacy an asset, an ability to read, interpret and understand legislation.
- 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
- May be required to work the occasional weekend or evening

## **SKILLS & ABILITIES**

- Has analytical ability and the ability to negotiate and mediate on behalf of clients with landlords and government agencies etc. necessary
- Ability to speak Punjabi
- Excellent interpersonal skills, including verbal and written skills, team oriented and exercises good judgment

Efry actively promotes a program of employment equity and equal opportunity to ensure equal access to employment opportunity for all persons.

Interested candidates must submit a cover letter and resume to [humanresources@elizabethfry.com](mailto:humanresources@elizabethfry.com).

**Please note only short listed candidates will be contacted for interview. No phone calls please.**

