

INTERNAL/EXTERNAL

Job Title:	Poverty Law Advocate	Status:	Temporary, Full Time
Program:	Public Education and Advocacy	Start Date:	October 1, 2021
Location:	New Westminster	End Date:	November 2022
Hours:	40 hours/week	Posting #:	21-039
Schedule:	Weekdays based on operational needs	Closing Date:	September 20, 2021

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.

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 Law Advocate for a 1-year maternity leave, with possibility of extension for our program located in New Westminster.

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 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 & 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 an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to hr@elizabethfry.com by no later than September 20, 2021, with the subject line PLA 21-039.

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