

INTERNAL POSTING

EXTERNAL POSTING

DATE: May 6, 2024

PROGRAM: Community Law Program

POSITION: Community Law Advocate

LOCATION: Maple Ridge, BC

STATUS: Full-time – 35 hours per week

The Community Law Program at Maple Ridge/Pitt Meadows Community Services provides information, advice, referrals, and representation for a variety of issues including welfare, employment, housing, consumer/debt and senior advocacy. In this part-time position, our **Community Law Advocate** will be accountable for providing legal information, assistance, advocacy, and representation to eligible clients and will provide training and support to community groups, transition houses within the communities that we serve.

The Community Law Advocate will be expected to successfully complete Community Law Advocate training courses provided by the Law Foundation, as well as attend their annual provincial training conference, and any other Law Foundation workshops and conferences.

ACCOUNTABILITIES INCLUDE:

- Provide legal advocacy, information, assistance and representation for individuals living in poverty within the communities;
- Complete intake of clients including holistic assessment and direct service and/or referral where appropriate;
- Completion of all client documentation, legal documents, applications, appeals, research material and referral information;
- Participate in legal supervision as per the Law Foundation Legal Supervisor requirement and following legal direction as required;
- Update and maintain client files using the client administrative database;
- Completing all necessary program reporting to Law Foundation such as monthly statistic report, quarterly active report and annual report;
- Responsible for knowing and adhering to the various legislative acts, regulations, guidelines, contracts and requirements relevant to the program.

QUALIFICATIONS:

Education, Training and Experience

- Diploma in a related human/social services field; and a minimum of two years of hands-on experience in direct program delivery in the Community/Poverty Law advocacy sector.

Additional Requirements

- Clear Criminal Record Check is required;
- Trauma Informed Practice training and experience;
- Current First Aid and CPR

- Valid and unrestricted Class 5 BC Driver's License with access to a safe, reliable vehicle;
- Union Membership

Shift/Schedule/Hours per week: Full-time, 35 hours per week

Expected Start Date: ASAP

Wage/Salary: \$30.75 /hour

Grid Level: 13

Application Deadline: May 13, 2024

Submit Applications to: jleginus@comservice.bc.ca

Our successful applicant will be informed and accepting of cultural diversity and have the ability to work and support all people with dignity and respect. This position is open to all applicants.

CC: Local Union Chair; Reception