

EMPLOYMENT POSTING: NSCR LEGAL ADVOCATE

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment and community participation by designing and delivering programs and services to create a thriving North Shore. To achieve this mission, we provide community programs and services in a variety of areas including Community Legal Services and Housing Advocacy. To learn more about NSCR, see our [Annual Report](#) and visit our website at www.nscr.ca.

NSCR seeks a **full time** (1.0 FTE; 35 hours/week) **Legal Advocate** to join our Community Legal Services team. The Legal Advocate provides legal information, referrals, advice and representation to low-income clients on legal issues related to basic living needs such as tenant rights, income assistance, debt, employment and related issues. The Legal Advocate joins a team that includes two other Legal Advocates (who share a full time position), a Family Law Advocate and a Legal Information and Assistance Coordinator. Senior lawyers provide legal supervision and guidance to the Legal Advocate.

Responsibilities

The **NSCR Legal Advocate** will provide:

1. Client Services

A key responsibility of the Legal Advocate is to assist clients by providing legal information, referrals, advice and representation to low income clients who are experiencing legal issues related to their basic living needs. These services include:

- Client intake and communication to assess and identify client eligibility, relevant facts and evidence, relevant legal issues and legal rights/obligations
- Undertaking legal research applicable to files and providing appropriate legal advice
- Assisting clients to complete forms, prepare for meetings/hearings and coaching for self-advocacy if appropriate
- Providing appropriate referrals
- Communicating with the other party, or other party's representative as appropriate
- Providing client representation as appropriate in hearings or other contexts
- Explaining orders or agreements, including how they impact the client's rights and obligations
- Exploring and facilitating consensual/alternative dispute resolution
- Consulting with the supervising lawyer and/or manager as appropriate

2. Public Legal Education

The Legal Advocate will provide public legal education workshops and develop materials for distribution to the public while maintaining good relationships with community partners.

3. Administrative Duties

The Legal Advocate is responsible for the development and maintenance of high professional standards with respect to program policy, file management, client communication and professional ethics. The Advocate is also responsible for appropriate client personal information collection and its storage in our client data base, collection of appropriate data to evaluate impact, reporting to the funder and undertaking appropriate communications and relationships with her/his/their legal supervisor, manager and colleagues.

Qualifications, Skills and Experience

- A law degree or paralegal training with knowledge and experience in relevant areas of law (landlord/tenancy, income assistance, debt, employment, etc.)
- Maturity and capacity to manage a demanding case load while maintaining work/life balance when working with a diverse client base who often face difficult life circumstances
- Aptitude for working effectively with clients with diverse backgrounds who face challenging life circumstances
- Excellent communication (written and oral), analytical and IT skills (Google suite, etc.)
- Strong conflict resolution and problem-solving skills
- Ability to work independently as well as seek assistance/advice/direction as appropriate
- Superior file management and experience with client and professional ethics
- Good knowledge of legal community and social services available to clients on the North Shore and one or more additional languages will be assets

Salary is \$33/hour plus benefits including extended health/dental, vacation and RRSP

Applications

Please send *electronic* applications (letter + CV) to Murray Mollard, Executive Director:
murray.mollard@nscr.ca

Only those applicants selected for an interview will be contacted. We thank all individuals who have submitted an application for their interest.

Application Deadline: This position will remain open until a suitable candidate is found.

