



Job Posting (Internal and External)

Family Law Advocate

Date of Posting:	July 24 2024
Closing Date:	August 16 2024
Commencement Date:	September 16 2024
Job Title:	Family Law Advocate
Pay Rate:	\$31.82/hr
Classification:	Program Coordinator 1 Grid 12
Program:	Family Law Program
Reports to:	Director of Services
Hours of Work:	35 hrs/wk Mondays to Fridays

Summary:

The Family Law Advocate will oversee day-to-day operation of the Family Law Advocacy Program and provide direct services to clients on family law related matters under the supervision of a supervising lawyer. This full-time position requires a union membership.

Key Duties and Responsibilities:

1. Assess clients' eligibility for the Family Law Advocacy program, identify clients' legal and non-legal needs, prioritize urgent needs, and assist clients in action planning and navigating personal and systemic barriers.
2. Provide timely and appropriate internal & external referrals where possible.
3. For eligible clients, assist clients with their legal aid applications.
4. Provide family law related legal information to clients to assist in early resolution of issues.
5. Assist clients in obtaining access to summary legal advice appointments through available resources for additional support as needed.
6. Prepare memoranda and other forms of correspondence for clients that outline clients' legal issues, legal questions, and desired outcomes, and which clients can take to meetings with lawyers and other organizations or legal professionals.
7. Accompany clients to legal appointments and court as needed to assist with orientation and connection with relevant services such as duty counsel, as well as to provide emotional / moral support.



8. Support clients with information and referrals to dispute resolution (DR) services within the family justice system where appropriate; assess suitability of DR in individual client cases; and if applicable, assist clients in preparation for and orientation of DR process.
9. Maintain and manage accurate and timely client files and records.
10. Meet with and communicate regularly with supervising lawyer to consult on client files, obtain instructions and directions concerning client files, and obtain review and approval of proposed action and completed materials.
11. Facilitate Public Legal Education (PLE) workshops to inform public on key family law topics.
12. Develop implement and evaluate program activities in consultation with management.
13. Provide input and recommendations to management and engage in program development and growth, formulation of program policy and procedures, and program evaluation.
14. Record outputs and data on Database System as per funding requirement; assist in preparing outcomes and funding reports as needed.
15. Liaise with community service providers and other professionals to coordinate and expand service provision, facilitate referrals to the program and represent the organization in external events.
16. Work co-operatively as part of a team, participating in meetings, events, and other related activities as assigned.
17. Participate in the recruitment, selection, training of staff and volunteers in the program as directed by management.
18. Ability / flexibility to work outside of regular business hours as required to accommodate client or program needs.
19. Perform other related program duties as assigned by supervisor.

Qualifications

- A minimum of 2 years of experience in direct program delivery, preferably in the community social services or legal advocacy sector.
- A diploma in a social services-related field, such as social work, law, counselling, or other relevant education.
- Previous experience in conflict resolution, crisis intervention, case management and advocacy support work in public health, social services or legal services.



- A combination of education, training and experience equivalent to the above.
- Ability to speak an additional language (e.g. Cantonese, Mandarin, Spanish) is an asset.
- Demonstrated success in working effectively with individuals in crisis and from diverse backgrounds (e.g. cultural, religious, age, sexual orientation, etc.).
- Ability to effectively deliver educational material to adult learners.
- Ability to read, understand, and interpret legislation and policies, with knowledge of government processes and systems.
- Use of own vehicle and valid BC Driver's License.
- Strong ability to speak, read and write in English.

Please submit your resume and cover letter to:

120-7000 Minoru Blvd, Richmond BC V6Y 3Z5

Email: hr@chimoservices.com