

Job Title:	Family Law Advocate – Virtual Legal Clinic
Terms:	Full-time (37.5 hours per week)
Salary Range:	\$58,000 - \$67,000 per annum plus health benefits
Location:	Vancouver, BC (but would consider remote work arrangements within BC for the right candidate)
Closing Date:	May 3, 2024

Job Summary

Rise Women's Legal Centre is a community legal centre providing accessible legal services that are responsive to the unique needs of self-identifying women and gender diverse clients, primarily in the area of family law. Rise clients are often caught in the gap between being ineligible for legal aid yet unable to afford legal representation.

The family law advocate for the Virtual Legal Clinic (VLC) provides direct legal services to clients and supports other family law advocacy programs to help ensure that clients receive consistent levels and quality of service regardless of where they are in the province.

Responsibilities

- Provides direct advocacy services to clients including:
 - providing information on family law
 - family violence screening and support
 - document drafting
 - commissioning of affidavits and other documents
 - support with accessing legal advice
 - assistance with implementation of legal advice
 - warm referrals to community resources
- Assess how clients' legal problems intersect with other non-legal issues and help support the client in obtaining wrap around services.
- Works directly with VLC community partners, family law advocates, lawyers, and other legal professionals to build capacity.
- Develops procedures for supporting clients from other community organisations (ie conflict, transfer/ownership of file).
- Helps maintain client files and records and ensures client data is captured in practice management software; assists with creating activity and statistical reports as requested.
- Builds and maintains relationships with external organisations and stakeholders, including participating in meetings with Rise's Virtual Legal Clinic community partners and/or family law advocates.

- Identifies areas where Rise can support partnering organisations through training, development of PLEI materials, and community building.
- Occasionally delivers training sessions to other legal professionals and community organisations.
- Occasionally participates in committees and consultations with stakeholders to provide Rise's perspective.
- Assists in writing PLEI materials.
- Identifies systemic issues arising from casework and helps to strategize how to address these issues.
- Provides strategic input into processes for legal service delivery, including identifying ways to make programs more accessible to diverse clients.
- Participates in Rise evaluation processes as required.

Working Conditions

- Full-time position, 37.5 hours per week
- Hybrid work environment

About you, the Candidate:

We are looking for candidates with the following qualifications.

Education:	Bachelor of Laws (LLB) or Social Work (SW) (asset)
Experience:	Minimum of one year experience in family law advocacy and/or working with women and gender-diverse people who have experienced family violence Managing multiple client files and/or tasks
Knowledge:	Family law and court processes Adjacent areas of law (asset) Legal resources in BC (asset) Diligent record-keeping and note-taking Computer proficiency Utilizing legal case management and reporting software (asset)
Competencies:	Prioritization, Discretion, Judgement, Communication, Teamwork, Relationship Building, Emotional Intelligence, Collaboration, Cultural Humility, Trauma-Informed Approach
Personal Suitability:	An interest in systemic issues affecting women in BC Commitment to community-oriented legal services that are responsive to community needs

CLOSING DETAILS

Rise Women's Legal Centre is strongly committed to equity and diversity within its community. We especially welcome applications from Indigenous persons, racialized persons, persons with disabilities, persons with diverse sexual orientations and gender identities, and others with the skills, knowledge, and experience to productively engage with diverse communities.

Please apply by May 3, 2024 before midnight, Pacific Standard Time by sending your cover letter and resume or cv (in PDF format) to Samantha Davis, Family Law Advocate, at feedback@womenslegalcentre.ca with the subject line "VLC Family Law Advocate".