

Job Title: Family Advocate Support Line Lawyer

Reports to: Executive Director

Term: One-year term position to cover parental leave. The position is full-time (37.5 hours/week), \$88,000/annum, but two part-time positions may also be considered. Applicants interested in part-time employment are therefore also encouraged to apply.

All work can be completed remotely. We encourage applicants outside the Lower Mainland to apply.

This position is expected to commence November 2, 2020.

Closing Date: **September 18 2020**

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Job Summary:

Rise Women's Legal Centre is a community legal clinic providing accessible legal services that are responsive to the unique needs of self-identifying women. Rise clients are often caught in the gap between being ineligible for legal aid yet unable to afford legal representation. Rise provides unbundled legal services, primarily in the area of family law. Most direct services to clients are provided through Rise's Student Clinic, which provides a clinical legal externship for up to six law students from the Peter A. Allard School of Law, although clients also receive services from volunteer lawyers through the Virtual Legal Clinic.

The Family Advocate Support Line directly supports family law advocates and other frontline workers including transition home staff and settlement workers by answering questions by telephone and email. The FASL Lawyer provides legal support to Law Foundation and non-Law Foundation funded family law advocates and frontline service providers in British Columbia through a dedicated telephone and email service. FASL supports advocates and, indirectly, clients of all genders. The FASL Lawyer also provides ongoing training to frontline service providers through webinars and presentations.

The FASL Lawyer also provides strategic input into Rise's organizational planning and processes, and helps Rise build relationships with community partners through outreach and public presentations.

Essential Responsibilities

- develops protocols and procedures for the Family Advocate Support Line
- creates a communications strategy to notify community advocates about FASL and promote the service
- operates a dedicated telephone and email services to provide legal advice and support for family law advocate and other frontline services providers throughout BC, including but not limited to:
 - addressing ethical and file management issues
 - providing legal information and advice on client files
 - proofreading and editing client documents
 - researching law
 - creating and sharing precedents
- provides public legal education and training to community advocates and on family law issues
- delivers workshops and presentations to community groups
- develops precedents and other resources to support community advocates (including FAQs, information sheets, precedents, and case law)
- participates in committees and other forums relating to family law and access to justice as may be required
- participates in law and policy reform, research, writing and advocacy with other Rise staff
- works closely with Case Manager and Virtual Legal Clinic Lawyer to provide a continuum of services to clients
- provides accurate time-keeping records, statistical information and activity reports, and carries out such further administrative responsibilities as may be required by Rise's Executive Director

Supervisory Responsibilities:

- gives direction to Program Assistant or another individual designated by the Executive Director to ensure administrative aspects of FASL are addressed

Working Conditions:

- full-time position, 37.5 hours per week (or part-time, 19 hours per week)
- all work in this position can be completed remotely

Qualifications:

- be licensed or eligible to practice law in British Columbia
- expertise in family law, including knowledge of relevant legislation and regulations, laws of evidence and case law
- understanding of the role of advocates and an interest in the training and professional development of advocates

- ability to communicate effectively with advocates and service providers and with members of community groups that advocate on behalf of marginalized people
- strong legal research, analysis, writing and advocacy skills
- have practiced law for 5 or more years, and preferably have experience managing files with limited resources
- ability to work effectively both independently and in a team environment, and to demonstrate a high degree of initiative
- experience and training in working with women who have experienced violence an asset
- commitment to community-oriented lawyering that is responsive to community needs and enhances community participation

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

Please note that this position can be fulfilled remotely and we welcome applicants from across BC.

Please apply by sending your **cover letter and resume** (in PDF format) to **Kim Hawkins, Executive Director**, at khawkins@womenslegalcentre.ca. Interviews will be held on a rolling basis until the position has been filled.