



## **Job Posting**

### **Family Law Advocate**

<b>Date of Posting;</b>	<b>June 23, 2020</b>
<b>Closing Date:</b>	<b>July 10, 2020</b>
<b>Commencement Date:</b>	<b>As soon as possible</b>
<b>Job Title:</b>	Family Law Advocate
<b>Classification:</b>	Integrated Program Coordinator 1 / Victim Service Worker Grid Level 12
<b>Program:</b>	Family Law Advocacy
<b>Reports to:</b>	Program Manager
<b>Hours of Work:</b>	35 hours/week. Flexible hours, including possible evenings and weekends

#### **Summary:**

The Family Law Advocate will oversee day-to-day operation of the Family Law Advocacy service, support volunteers in service delivery, and assist clients directly on family law related matters.

#### **Key Duties and Responsibilities:**

- Assess clients' suitability to the program and identify clients' legal and non-legal needs; prioritize urgent needs and assist clients in action planning and navigating personal and systemic barriers. Provide timely and appropriate internal & external referrals where needed.
- Provide legal information to clients to assist in early resolution of issues. Assist clients in obtaining summary legal advice through available resources and connecting them with program volunteers for additional support as needed.
- Support program volunteers and clients with information and referral to dispute resolution (DR) services within the family justice system where appropriate; assess suitability of DR in individual client cases; if applicable, assist volunteers and clients in preparation and orientation of the DR process.
- Prepare memoranda and other forms of correspondence for clients for the purpose of outlining clients' legal issues and desired outcomes for third parties, including lawyers and other legal professionals.
- Where appropriate, assist clients with completing forms and preparing other documents and delegating associated tasks to program volunteers.

- Accompanying clients to legal appointments and court as needed to assist with orientation and connection with relevant services such as duty counsels, as well as to provide emotional / moral support.
- Facilitate Public Legal Education (PLE) workshops to inform public on key family law topics.
- Plan and implement program activities and events in consultation with supervisor.
- Provide input and recommendations to supervisor in program development and growth, formulation of program policy and procedures, and program evaluation.
- Liaises 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.

**Qualifications:**

- A minimum of 2 years of experience in direct program delivery, preferably in community social services / family law or poverty law advocacy sector, or a combination of education, training and experience.
- A diploma in social services related field.
- Demonstrable knowledge of relevant family law legislations, including child protection and family maintenance related legislations, as well as family mediation / dispute resolution processes.
- Experience with client case management and ability to work effectively under multiple deadlines.
- Experience with designing and facilitating public presentations and/or workshops.
- Experience with volunteer or staff management and leadership.
- Experience with networking and relationship building in the community.
- Demonstrated sensitivity and responsiveness to cultural differences and commitment to the value of cultural competency.
- Conflict resolution, non-violent crisis intervention / de-escalation qualifications considered an asset.
- Additional languages (e.g. Mandarin, Cantonese, etc.) spoken considered an asset.
- Satisfactory completion of a Criminal Records Search is a requirement for this position.
- Use of a vehicle and valid BC Drivers' License.

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