**Summer Students Opportunities Grant – Legal Advocate Assistant - Job Description**

**Job Title:**  Legal Advocate Assistant (Summer Student Position)

**Job Site:** Ann Davis Transition Society, administration office, Chilliwack, and some remote work

**Reports to:** Legal Advocate

**Wage:** $17.00 per hour

**Hours:** 5 days per week, 35 hours per week for 8 weeks

**Job Posting Closing Date**: Open until filled

**To Apply:** Email cover letter/CV and resume with 2 references: Legal Advocate Assistant Position in subject line to [HR@anndavis.org](mailto:HR@anndavis.org).

**Position Summary:** The Legal Advocate Assistant provides support to the Legal Advocate, mainly in the area of family law to women dealing with legal issues at the intersection of gender violence and family law recognizing that legal issues, routinely extend into other areas of the law including immigration, criminal, and child welfare

# Key Duties and Responsibilities:

* Conduct client intakes and assess legal needs in the areas of Family Law with some work in income security (CPP, WCB, Welfare, Disability, and EI), housing (residential tenancy), debt and other areas.
* Assist clients with legal procedures, including completion of legal forms.
* Support clients with reconsideration and appeal processes with respect to income security issues through written and oral submissions.
* Support clients in landlord/tenant issues through providing information on the Residential Tenancy Act and engaging in dispute resolution processes.
* Develop a working knowledge of poverty law though training and researching legal issues and processes.
* Provide information and referrals to sources for legal information such as duty counsel lawyers, lawyer referral, Law Line, online resources, etc.
* Collect statistics on types of service provided to clients and number of clients served.
* Provide documentation of advocacy services through detailed records management practices. Keep client records up-to-date and organized.
* Maintain an organized and systematic Bring Forward system of important dates and deadlines.
* Perform other related duties as required.

# Qualifications:

* Working towards a Law Degree or Bachelor’s Degree in a related field or diploma in paralegal practice
* Minimum 2 years’ experience working with legal issues related to women who experience violence in relationships preferably within family law
* Analysis, knowledge, and training in working with trauma survivors
* Excellent advocacy and problem-solving skills
* Strong decolonizing and intersectional feminist analysis of violence against women
* Good organization and time management skills.
* Well-developed communication skills both written and oral.
* Strong computer literacy in Word and Excel required.
* Ability to work effectively independently and within a team, energetic and self-motivated.
* Strong work ethic.
* Knowledge and experience of working with survivors of historic racism and the impact of colonization.
* Strong conflict resolution skills and strong commitment to working as a positive member of a team.
* Willing and open to give and receive feedback.
* Demonstrated cultural competency including awareness of diverse marginalized communities in Fraser Valley and ability to work with women from various cultural communities.
* A valid B.C. Driver's License (Class 5 or Class 7), and a suitable driver's abstract and access to car.
* Excellent organizational skills and ability to meet deadlines; ability to work on many projects at one time
* Satisfactory Criminal Record Clearance Vulnerable Sector.
* Documentation that applicant is legally entitled to work in Canada.

# Competencies:

* Excellent interpersonal skills: ability to work independently, cooperatively, and from a feminist perspective.
* Demonstrated ability to communicate effectively both verbally and in writing.
* Excellent working within a team and developing consensus.
* Strong time management and organizational skills.
* Able to interpret and implement policies, procedures and computer applications related to the work assigned.
* Able to perform basic research and prepare reports and recommendations.
* Able to use initiative and independent judgement within established policy and procedural guidelines

**Working Conditions:**

* Regular hours are from 9-5, 5 days a week. May need to occasionally be available for flexible scheduling weekdays, weekends and possibly some holidays if required.
* Worksite: Ann Davis Transition Society Administration Office.

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. **Only applicants that have been shortlisted will be contacted.** 

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The Marketing, Development & Branding Assistant (Summer Student Position)*

*will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*