



Kamloops and District Elizabeth Fry Society

827 Seymour Street, Kamloops, BC V2C 2H6 PH. 250-374-2119 - TF. 1-877-374-2119
www.kamloopsefry.com admin@kamloopsefry.com

"We envision a community founded on equality and justice."

Kamloops and District Elizabeth Fry Society Job Posting	
Position Title Family Law Advocate	Competition No. 2020.04
Department Legal Clinic	Wage \$23.23
Current Location 702-235 1st Avenue, Kamloops, BC V2C 3J4	Employee Group This position requires Union membership
Current hours per Week 35 Hours	Position Status Regular Full-Time
Shift Schedule Monday-Friday – 8:30-4:00 – 30-Minute Lunch Break	Anticipated Start Date As soon as possible

NATURE OF POSITION

The Family Law Advocate will be a team member of the new Elizabeth Fry Legal Clinic ("ELC"). The ELC provides free legal services to marginalized clients through a lawyer, family law advocate, and poverty law advocate.

Reporting to the Elizabeth Fry Legal Clinic Lawyer/Manager, the Family Law Advocate will provide legal information, advice and support to low income individuals; as well as liaising with community groups and prepare and present public legal education sessions.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Interview clients and identify legal issues
- Provide legal information, referrals and advice on issues of guardianship and parenting time, child support, spousal support, divorce, separation agreement, family court, Supreme Court, property and debts, and child protection
- Assess client information and determine eligibility for referral to Legal Aid
- Where appropriate, support clients through the civil court system, including if necessary, court preparation and accompaniment, but not representation
- Follow-up with lawyers/clients re: progress/outcome of case
- Prepare and present public legal education workshops in areas of law affecting families.
- Maintain contact with lawyers, Law Foundation of BC, Legal Services Society to build and maintain rapport and keep up to date with client issues
- Research current policies and procedures, laws, new bills and case law, etc. to keep current with various client issues
- Ensure legal resources are kept current, requesting/ordering the various library materials, brochures etc.
- Maintain program records and statistics regarding services and activities



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- Attend external meetings as needed, travel in Kamloops required
- Provide services in surrounding communities, travel required
- Other duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- High degree of awareness of ethical and professional conduct from a legal perspective
- Advocacy skills
- Legal research capabilities
- Able to work under pressure
- Able to accept and utilize supervision
- Able to work independently
- Able to prioritize tasks in response to changing and emerging client needs
- Excellent verbal and written communication skills;
- MS Office skills; Word, Excel and Outlook
- Ability to work effectively with clients who are experiencing a range of sensitive issues
- Ability to take initiative, identify urgent work items and set priorities
- Must be able to manage confidential information

EDUCATION, TRAINING AND EXPERIENCE

- Post-secondary degree or equivalent training and education in Paralegal services, Criminology, Psychology, Social Work, Family Law or related social service program
- One-year related experience

ADDITIONAL INFORMATION

- Depending upon the needs of the client group, some work outside of normal office hours may be required.
- Must have a valid Driver's License and access to a vehicle
- A Police Information Check and Criminal Records Review Act check is required.

ABOUT US

The Kamloops & District Elizabeth Fry Society is a non-profit society providing services to people who are, or could be, criminalized, with an emphasis on the needs of women and families. The society provides education, advocacy, capacity building and safe, secure, affordable housing within an environment of respect for each person's right to self-determination and freedom from discrimination.

Established in 1974, the Society is a member of the Canadian Association of Elizabeth Fry Societies.



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Staff, volunteers, and the board of directors are committed to compassionate program delivery with community collaboration and respect for diversity. The Elizabeth Fry Society, with skilled and motivated staff and volunteers, provides a fair and equitable work environment focused on health, mutual respect and teamwork.

Please visit www.kamloopsefry.com for more information about the organization.

- This position is open to female and male applicants.
- Kamloops and District Elizabeth Fry Society is committed to being an equal opportunity employer and having an employee group that reflects the cultural diversity in the community.
- To apply for this position please submit your resume and cover letter to the address below.
- Only qualified applicants will be invited to an interview.

Reply to: Kamloops and District Elizabeth Fry Society Human Resources Office 702-235 1st Avenue, Kamloops, BC V2C 3J4 Email: deniz@kamloopsefry.com	Date Posted: September 24, 2020 Closing Date: October 15, 2020 
<i>Each applicant is responsible for ensuring that the Human Resources Department receives their application by 4:00 p.m. on the closing date.</i>	