

Job Posting



Title	Poverty Law Advocate	Status	Temporary Full-Time 3.5 months
Location	Kamloops, BC	Hours	35 hrs/week
Schedule	Monday-Friday, 8:30 AM to 4:00 PM, 30 minutes unpaid lunch.	Posting Closing Date	September 26, 2023 or until hire
Compensation	\$28.32-\$32.51	Posting #	2023-18

At the Kamloops and District Elizabeth Fry Society (KDEFS), we are passionate about the cause we serve – building a just and equitable community where women, gender-diverse people, and families are supported and empowered to thrive.

We are recruiting a Poverty Law Advocate to join our growing non-profit organization, driven by feminist values.

The Legal Clinic provides free legal advice and representation to clients in the Kamloops and surrounding area. As a Poverty Law Advocate you will have a chance to become a part of this dedicated team of professionals and work directly with the legal clinic lawyer. Reporting to the Senior Staff Lawyer, the Poverty Law Advocate provides legal information, advice, support and representation at some tribunals to individuals with low incomes. They also liaise with community groups, prepare and present public legal education sessions.

Key Responsibilities

- Supporting our clients about income assistance, government disability pensions, and landlord/tenant relationship regulations, under the supervision of a lawyer
- Educating the public about legal regulations that affect people living with low incomes
- Liaising with other community agencies to determine common legal issues low-income community members face
- Interview clients and identify legal issues
- Provide legal information, referrals, advice (not legal advice) and representation at some tribunals
- Conduct research
- Maintain up to date knowledge of the laws that impact people with low incomes
- Maintain monthly statistics and provide progress reports
- Provide public legal education to Kamloops and surrounding communities (this may include by videoconference)
- Perform administrative tasks required by the Program – including but not limited to maintaining organization of physical client files, archiving old files, scheduling client and other meetings, ordering and distributing public legal education materials.

Knowledge, Skills, Abilities, and Requirements

- Post-secondary Degree or equivalent training and education in Paralegal services, Criminology, Psychology, Social Work, Poverty Law or related social service program.

- One-year related experience is a plus. Additional Information
- Ability to work with information requiring a high level of confidentiality
- High degree of awareness of ethical and professional conduct from a legal perspective
- Advocacy
- Research
- Excellent verbal and written communication skills
- Technological skills to effectively use electronic filing, communications and organizational tools
- Knowledge about Clio client tracking system is a plus
- Ability to work effectively with clients who are experiencing a range of sensitive issues
- Take initiative and work under pressure
- Accept and utilize supervision
- Work independently and as part of a team
- Prioritize tasks in response to changing and emerging client needs.

Additional Information and Our Commitment

- KDEFS offers a competitive salary and flexible work hours
- This position is open to all genders, races, ethnic backgrounds, and religious beliefs
- We are committed to being an equal opportunity employer with an employee group that reflects the cultural diversity of the community
- A valid Driver's License and access to a vehicle is required
- Travel is required for external meetings and providing services in surrounding communities
- A criminal record check and search under the Criminal Record Review Act is required
- Any criminal record check expense will be reimbursed upon starting employment
- This job is a union position and union fees will be deducted from salary accordingly
- Only qualified applicants will be invited to an interview.

Interested candidates must submit a cover letter and resume to hr@kamloopsefry.com.

If you need any assistance or accommodations throughout the application process, contact the HR Department at hr@kamloopsefry.com so we can better support you.