

Formerly Abbotsford Community Services

JOB POSTING #2024-17-63-01

INTERNAL/EXTERNAL

Community Legal Advocacy Centre

Legal Advocate - Poverty Law

Wage: \$28.00 per hour

Full Time, 35 hours per week, Monday to Friday

Permanent

Provide Advocacy on Poverty Law Issues

Join the team at Archway

Come Help Us Help People

Location: We have 2 positions available, 1 in Abbotsford and 1 in Chilliwack

On Site - Abbotsford (1 position)

On Site - Chilliwack (1 position)

Job Summary:

The Legal Advocate – Poverty Law provides direct front-line support to clients experiencing poverty law issues in order to increase access to justice. The Legal Advocate also provides information, education, and advocacy to support increased understanding/realization of legal rights, legal empowerment, and increased awareness of collaborative options. Legal areas covered include but are not limited to, income security, tenancy issues, debt and consumer law, employment law.

Your Role:

Archway's Legal Advocate – Poverty Law with the Community Legal Advocacy Centre contributes by:

- Supporting clients to understand their legal rights and responsibilities and resolving their legal issues.
- Interviewing and assessing client poverty legal issues and determining course(s) of action.
- Providing information, insight, and advocacy; and if appropriate, representation at a tribunal level.
- Providing clients with legal information and assistance (e.g., income assistance, housing - residential tenancy, and employment standards and disability applications).
- Assisting clients with completing applications, forms, tribunal appeal documents and letters as appropriate.
- Supporting and encouraging clients to engage in self-advocacy (providing self-help materials).

This position is a great fit for someone who is compassionate and understands the barriers clients face when accessing justice.

Our Offer

- Wage: \$28.00 per hour.
- A full-time position at 35 hours per week, availability Mondays to Fridays, from 8:30 AM to 4:00 PM.
- Permanent.
- Benefits include:
 - Three weeks vacation in your first year; four weeks in your second year.
 - A great benefits plan including extended health and dental; you choose your plan.
 - Employee and Family Assistance Program that includes online access to wellness resources.
 - A pension plan; Archway meets your contribution.
 - Great in-house training opportunities.
 - Rewarding work in a positive environment.

Getting an Interview – you will be considered if you have:

- Post-secondary education with preference to those with a diploma/degree in a social service-related field.
- Experience working alongside individuals who have been traditionally marginalized (e.g., individuals who are underserved and underrepresented).
- Demonstrated experience and knowledge of legal/community resources and familiarity with poverty/social justice issues.
- Experience in tenant, disability, and income support programs, and an ability to read, interpret and understand legislation.

The Job Requires you to have:

- Well-developed written and verbal communication skills including ease in addressing large groups and communicating with diverse workgroups.
- Knowledge of local community resources and an awareness and understanding of poverty-related issues.
- Strong competency with computers; able to use Microsoft Office365 particularly Word, Outlook, Excel, and PowerPoint.
- Ability to use virtual meeting platforms including Microsoft Teams and Zoom.
- Strong planning, organizing, and time management skills; able to manage competing priorities and meet deadlines.
- Strong record keeping, communication and administrative skills.
- Skilled in working with sensitive issues and commitment to respecting the confidential nature of the program.

Working Conditions:

- This position requires the ability to function independently and as part of a team, with ability to meet deadlines.
- This position includes interactions with people in difficult situations.
- This position has direct, in-person contact with on-site staff and clients; adherence to health and safety protocols is required.

- This position has long periods of sitting and computer/screen/keyboard and telephone use.
- This position may deal with crisis and conflict situations requiring the incumbent to be able to de-escalate.
- This position may have frequent interruptions requiring the ability to efficiently switch tasks.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is May 19, 2024.

TO APPLY

Interested applicants are to reference **Posting #2024-17-63-01 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2024-17-63-01

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stō:ló people. Stō:ló territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.