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## Legal Advocate

**Location:** Squamish

**Hours of Work:** 35 hrs/wk; Mon-Fri, 9-5.

**Nature of position:** Permanent, Full-Time

**Compensation:** \$29.17

**Position posted on:** March 28, 2024

**Start date:** As soon as possible.

### **ABOUT SSCS:**

Founded in 1978, Sea to Sky Community Services (SSCS) is one of BC's most respected and established community service organizations. We operate within a large geographic area - from Pemberton to Britannia Beach - supporting individuals and families living in the Sea to Sky Corridor. We offer 41 programs and services, including early childhood development, childcare, affordable housing, outreach, counselling, family support, seniors and youth services, community living services and respite. We provide a range of services that support our communities and residents through all ages and stages of their lives. Last year, SSCS served 6500 individuals and families in our region.

### **Contribution:**

The Legal Advocate provides comprehensive advocacy services to marginalized individuals and families. They work directly with clients to educate them about their legal rights, explain options for legal problem solving and where appropriate, supports them with dispute resolution and/or supports them at hearings before boards and tribunals. The Advocate also promotes awareness of the Legal Advocacy program and its activities. Overall, the position involves planning, implementing, and overseeing the day-to-day activities of the Legal Advocacy Program.

### **Qualifications:**

1. Diploma in a related human/social service such law, social services, counselling, or criminology.
2. Two (2) years recent related experience in tenancy, disability, and income support programs; advocacy and case management experience.
3. Or an equivalent combination of education, training, and experience.
4. Valid BC Class 5 driver's licence.

### **Job skills and abilities:**

1. Good communication abilities, both written and verbal including presentation skills.
2. Knowledge of and experience with the justice, legal and/or paralegal systems.
3. Ability to work as part of a team with a variety of staff, professionals, and other members of the community
4. Ability to read, understand and interpret legislation, regulations, and policies.
5. Ability to negotiate and mediate with landlords, government, and other agencies on behalf of clients.

6. Self-motivated with well-developed case management and planning skills; organization, time management, problem solving and decision-making skills.
7. Knowledge of local community resources and an understanding of poverty related issues.
8. Adequate computer skills and proficiency in Microsoft Office products such as Excel, Word and Outlook as well as experience working with databases.

**Responsibilities:**

1. Provides a continuum of services in the areas of income support programs both provincially and federally, residential tenancy, debt and other legal and rights related supports. This includes providing support information and referrals; assisting clients with forms completion and written communications; assisting clients with negotiation, mediation, written appeals; and supporting clients at tribunal hearings, arbitrations, and other related processes.
2. Prepares and facilitates public legal education workshops.
3. Develops and maintains working relationships with the Ministry of Social Development, other government agencies, service agencies and the community.
4. Consults with supervising lawyer on a regular basis for advice on case management.
5. Assesses legal merits of cases and identifies and researches laws relevant to clients' issues.
6. Makes recommendations to the Program Manager regarding program development, policy and procedure formulation and program evaluation.
7. Promotes public awareness of and support for the Poverty Law Advocate program by performing duties such as producing promotional materials, facilitating information sessions, and representing the organization at community events.
8. Liaises with community service providers and other professionals to coordinate service provision and facilitate referrals to the program.
9. Monitors program expenditures and maintains financial records in accordance to established procedures. Provides input to the manager in the preparation of the program budget.
10. Maintains complete and accurate records and statistics and produces reports as required.
11. Perform other related duties as required.

**Requirements:**

1. Criminal record review.
2. Signed confidentiality form.
3. Approved reference check.
4. Driver's abstract.
5. Own vehicle.
6. Proof of full vaccination against Covid-19.

**Benefits and Perks:**

**Healthcare:** We offer an extended health program through Group Health that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% paid by the employer.

**Vacation & Leave:** Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

**Retirement Pension:** When eligible, an employee will be enrolled in the Municipal Pension Plan with a matching contribution by SCS.

**Other Perks:** Casual dress, employee events, on-site parking, paid sick days, and more.

**Compensation:** As per the BCGEU Collective Agreement, the wage is \$29.17 per hour.

**Apply today:** [jobs@scs.ca](mailto:jobs@scs.ca)