



JOB POSTING

Calgary Legal Guidance Elder Law Program Lawyer (Short-term Contract)

COMPANY OVERVIEW

Calgary Legal Guidance (CLG) is a charitable society established in 1972 to provide legal advice and assistance to low-income people in Calgary and area with family, criminal, immigration, civil, and other poverty law matters that are not covered by Legal Aid. Thousands of clients are assisted each year through evening clinics staffed by volunteer lawyers, with follow-up help and representation provided by the senior staff counsel, program lawyers, pro bono lawyers, articling students and, during the summer months, law students. CLG offers specific programs in the areas of family law/domestic violence, homelessness, seniors' issues, social benefits, and immigration.

THE ROLE

Calgary Legal Guidance is hiring a temporary part-time lawyer for our Elder Law Program. The ideal candidate will be available to work three days per week at the CLG office, for a term of five months.

The Elder Law Program Lawyer provides legal services to low-income older adults who may be experiencing barriers to legal assistance such as poverty, capacity issues, mental health and addiction issues, family dysfunction and health problems.

This position is a member of the CLG's Legal Team and therefore works with other lawyers in different areas of practice to ensure a coordinated service delivery model.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES

- Provide legal advice and information on elder law matters including topics such as estate planning, advance care planning (enduring powers of attorneys and personal directives), estate administration, adult guardianship and trusteeship, and elder abuse
- Maintain client files, draft and sign documents with clients
- Review legal advice and information delivered at legal clinics and follow up on matters where required
- Supervise articling students and volunteer lawyers working on elder law matters
- Remain current on the unique needs of older adults in relation to the legal system
- Manage and oversee elder law clinics, including the in-house Wills Clinic and the Kerby Centre outreach clinic, delivery of services within Elder Law Program, and statistical data collection
- Develop and maintain partnerships with community partners in the older adult serving community and the general legal community
- Other tasks related to the Elder Law Program as required

THE CANDIDATE

The successful candidate must possess the following qualifications:

- A law degree from an accredited post-secondary institution
- Membership or eligible for membership as a lawyer in good standing with the Law Society of Alberta
- Experience in wills and estates, advance care planning (enduring powers of attorney and personal directives), and adult guardianship and trusteeship

REQUIRED COMPETENCIES

- Thorough knowledge and understanding of legal systems in relation to issues that affect older adults in particular and low income populations in general
- Strong interpersonal skills to establish and maintain effective working relationships internally and externally
- A strong team player who is quick to help others, who has and shows empathy for others
- Able to express ideas clearly and effectively, orally and in writing
- Excellent organizational and time management skills
- Proficiency in windows-based software and other standard office technology
- Exceptional attention to detail

We serve a diverse population and therefore encourage applications from people with a diverse background. We seek to be inclusive and barrier free. CLG provides a healthy work-life balance that values the contribution of all staff. We provide a healthy, respectful and enjoyable work environment.

Please forward your resume and cover letter as a **single PDF document** by noon on Monday, April 16th, 2018; to the attention of Cameron Ferbey, Director of Finance & Operations via email at careers@clg.ab.ca.

We thank all applicants for their interest however, only those being considered for an interview will be contacted.