



# **JOB POSTING**

## **Calgary Legal Guidance**

### **Full Time Temporary Domestic Violence Family Law Program Coordinator and Legal Assistant**

#### **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**

This is a Full Time Temporary position with an expected end date of October 31, 2018, with the possibility of extension.

The Domestic Violence Family Law Program (DVFLP) provides summary legal services in the area of family law to individuals experiencing family violence, including but not limited to physical, emotional, financial, psychological, and sexual abuse. The DVFLP Coordinator and Legal Assistant works with a team of two lawyers and one social worker to deliver services to individuals who may be experiencing additional barriers to legal assistance such as poverty, capacity issues, mental health or general health issues, trauma, and systemic barriers. This position acts as a coordinator for the program in general as well as an assistant to the lawyers and social worker providing services.

#### **Primary Functions and Accountabilities**

- Act as assistant to the DVFLP lawyers and advocate; document preparation and filing, administrative and communication duties as required.
- Be the primary person of contact for clients, and liaise between clients and the DVFLP team
- Perform intakes for clients from direct referrals, both externally and internally (screens clients, provides preliminary assessment of client's needs)
- Accurately record initial intake information and client data into Practice Panther
- Managing and carrying out standard administrative requirements (electronically and paper) including opening, maintaining and closing files, preparing, organizing and filing and uploading/tracking correspondence, pleadings, evidentiary and other documents, preparing and maintaining client binders, scanning and uploading documents

- Coordinate legal clinics at four women's shelters within Calgary in tandem with program lawyers, articling students, advocates and external clinic personnel.
- Liaise with other community groups focused on domestic violence and family law on behalf of the DVFLP team
- Accurately record and maintain statistical information and outcomes measures for the DVFLP and provide as requested
- Manages calendars, schedules and meetings for the DVFLP team
- Assist with the creation of report to funders
- Assist with additional ad hoc duties, as required, including support for the running of Genesis legal clinic, organizational updates for Automated Civil Litigation Software, etc.

### **The Candidate**

The successful candidate must possess the following qualifications:

- Bachelor's Degree from a recognized post-secondary institution
- Legal Assistant Certificate, Legal Diploma or equivalent certification is considered an asset
- Minimum of 1-3 years working in a law firm is considered an asset
- Academic or professional understanding of trauma-informed client service. Professional experience in trauma-informed service delivery preferred
- Commissioner for Oaths appointment preferred but not required
- An equivalent combination of post-secondary education and experience may be considered

### **Required Competencies**

- Excellent communication and command of English, oral and written. Able to express ideas clearly and effectively
- Proficiency in windows based software and other standard office technology
- Approachable, friendly and professional. Able to represent the DVFLP to outside organizations in a professional and welcoming manner.
- Exceptional organizational and time management skills. Ability to prioritize and manage tasks within a fast-paced environment
- Excellent and acute attention to detail
- Strong interpersonal skills and ability to work collaboratively within a team environment, with enthusiasm to support other team members
- Ability to problem solve and work independently by identifying objectives and setting priorities
- Committed to promoting a safe work environment for self and others
- Respectful, empathetic, and skilled at conflict management
- Maintain confidentiality at all times. Understands the concept of legal privilege
- Ability to learn new types of Experience with software such as Automated Civil Litigation software, Practice Panther, or other client management systems is considered an asset
- Knowledge of family law terminology, and criminal law terminology related to domestic violence
- Ability to work with clients who have been traumatized
- Ability to hear and discuss upsetting content matter in a professional and healthy manner
- Empathetic and compassionate; knowledge of Domestic Violence and trauma is an asset

## **What we Offer**

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** to the attention of Cameron Ferbey, Director of Finance & Operations via email at [careers@clg.ab.ca](mailto:careers@clg.ab.ca). This posting will remain open until a suitable candidate is found.

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