



# **JOB POSTING**

## **Calgary Legal Guidance Full Time Poverty Law & Homeless Outreach Advocate**

### **Overview**

Calgary Legal Guidance (CLG) is a charitable society established in 1972 to provide legal advice and assistance to low-income people with family, criminal, immigration, civil and other poverty law matters that are not covered by Legal Aid. CLG offers specific programs in the areas of domestic violence, homelessness, seniors' issues, social benefits and immigration. Over 4,000 clients are assisted each year by volunteer lawyers at evening clinics, program lawyers, pro bono lawyers, articling students, our advocates and program coordinators.

The Poverty Law/Homeless Outreach Program (HOP) consists of lawyers and the advocate working with those who are experiencing poverty, need access to resources, and are homeless or at immediate risk of homelessness. The Advocate is a generalist, social work position, and as such works closely with all other program areas including social benefits advocacy, domestic violence/family law, immigration, Indigenous services, and elder law since our clients often face multiple challenges and present with complex needs.

### **The Role**

Reporting to the Executive Director, and working under the direction of CLG lawyers, the Advocate supports individuals with their non-legal, social support related needs. Working under the direction and in partnership with program lawyers, the advocate provides direct services to clients on issues such as housing, mental health, addictions, identification, resources for counseling, health care, employment/training/education, access to community resources including basic needs. The successful candidate will have experience working with disadvantaged and/or marginalized persons, preferably within the City of Calgary. As an advocate your role requires close working relationships with various service providers throughout the city, in the not-for-profit and government sectors. While the first priority is assisting clients to obtain services you also serve as an integral part of the community in developing and coordinating services to this population. The Advocate also plays an important role in helping CLG provide and maintain a trauma-informed approach to our legal service provision, and as such the advocate participates in the training and development of staff and students in this area. The Advocate further works in close partnership with the Indigenous Liaison in CLG's Indigenous access to justice services, and CLG's Domestic Violence Family Law Advocate.

This is a permanent, full time position. Typical work hours are office hours (8:30am-4:30pm) however some evening and/or weekend work could be required. Flexible work hours are available as per our agency policies, and upon approval of the Executive Director. The position includes benefits after

successful completion of a 3 month probationary period, and an employer contributed RRSP at 6 months.

While this is a non-legal position, CLG is a poverty law office and our priority is serving clients who are seeking and/or receiving legal services; therefore experience or education related to this field is considered an asset. The successful candidate will have a thorough understanding of the difference between legal information and legal advice.

Calgary Legal Guidance offers a fun and balanced workplace with a great vacation package, your birthday and other non-statutory holidays as additional days off, an on-site gym and weekly in-house yoga classes, and an organizational culture devoted to employee health, wellness, and satisfaction.

### **Primary Functions and Accountabilities**

- Assisting clients in finding shelter and appropriate housing
- Supporting and advocating for clients to receive primary services such as health care, mental health services, addictions services, counseling and other basic needs.
- Assisting clients in navigating the various services and advocating for them in receiving timely services
- Attending community meetings and representing CLG in community meetings.
- Supporting the Lawyers and volunteer lawyers while delivering services at various outreach locations and at some evening clinics.
- Participate in outreach to Indigenous communities and potential clients alongside the Indigenous Liaison
- Deliver public presentations.
- Participate in providing trauma informed training to CLG staff and volunteers
- Maintaining client files, program data and reporting documents under the direction of the lawyers.
- Working collaboratively with other advocates to meet client needs.
- Commission documents.
- Organize and deliver services such as I.D. clinics and outreach clinics, and public legal education.

### **The Candidate**

The successful candidate will have:

- A minimum of a Bachelor's degree in social work or related discipline, as well as registration with the appropriate regulating body.
- A minimum of three years' experience in client services with disadvantaged/marginalized clients;
- Familiarity with poverty law, restorative justice and/or social justice issues;
- A thorough understanding of trauma-informed care
- A developed knowledge of access to justice issues for Indigenous Peoples, the TRC, and a demonstrated commitment to reconciliation
- A proven track record in providing services to individuals experiencing poverty, homelessness, addiction/substance misuse issues, mental health concerns, violence, and additional.
- An advanced knowledge of community resources and poverty-related services in the city of Calgary
- Legal services experience would be considered an asset.

## Personal Characteristics

- Be patient, warm, friendly, and interpersonally agile: be easy to approach and talk to; relate well to all kinds of people and build solid relationships.
- Set and communicate goals; keep people informed; give useful feedback.
- Be at ease and relaxed; be easy to talk to and get to know; listen attentively; have a positive sense of humour; deal calmly with stress.
- Fearlessly take on all issues, challenges and people.
- Be energized by tough challenges.
- Be quick to help others; have and show empathy for others; truly care and be concerned.
- Be a great team player
- Superior time management skills.
- An advocate for the disadvantaged.
- Passionate about access to justice
- Excellent presentation skills.

Please forward your cover letter (**noting your salary expectations in the letter**) and resume or CV as a **single PDF document** by noon on **Friday, July 27, 2018** to the attention of Cameron Ferbey, Director of Finance & Operations at [careers@clg.ab.ca](mailto:careers@clg.ab.ca) and cc' the Executive Director at [giacomini@clg.ab.ca](mailto:giacomini@clg.ab.ca).

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