



JOB POSTING

Calgary Legal Guidance Full Time Domestic Violence Family Law Program Coordinator / Legal Assistant

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 Role

The Domestic Violence Family Law Program (DVFLP) provides 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 Program Coordinator/Legal Assistant works with a team of two lawyers and one social worker to deliver legal services and support to individuals who may have difficulty accessing the justice system due to poverty, capacity issues, mental health or general health issues, trauma, and other systemic barriers. This position acts as a coordinator for the program as well as an assistant to the lawyers and social worker providing services.

This is a permanent full-time position, reporting to the Senior DVFLP Lawyer, with accountability to the Staff DVFLP Lawyer and DVFLP Advocate (a Registered Social Worker), as well as working in collaboration with Managing Council, the Director of Impact and other CLG staff. The DVFLP is a highly collaborative and integrated team, and this position is an essential part of that process. 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.

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

- Act as legal assistant to the DFVLP team, maintaining an independent knowledge of the status of all files. This role includes file maintenance and document management, all administrative tasks as required including filing, photocopying, opening and closing files, preparing correspondence, legal documents, and electronic input of lawyers' handwritten file notes.
- Be the primary contact for the DVFL Program
- Perform intakes for clients, run conflict checks on potential clients, do a preliminary assessment of clients' needs
- Accurately record client information into client management software (Practice Panther) and maintain timely updates.
- Coordinate outreach legal clinics (including direct scheduling and intake of potential clients), and act as primary contact and liaison between community partners and the DVFLP team
- Accurately track key program activities for funding reports
- Manage calendars, schedules and meetings for the DVFLP team
- Assist with additional tasks on an ad hoc basis

The Candidate

The successful candidate must possess the following qualifications:

- Bachelor's Degree from a recognized post-secondary institution
- Academic or professional understanding of trauma-informed client service, and professional experience in trauma-informed service delivery
- Professional experience in an administrative role
- Knowledge of legal terminology and concepts, particularly in family and criminal law
- Legal Assistant Certificate, Legal Diploma or equivalent certification is considered an asset
- Experience working in a law firm is considered an asset
- An equivalent combination of post-secondary education and experience may be considered

Personal Characteristics

- Strong interpersonal skills and ability to work collaboratively within a team environment
- Exceptional organizational and time management skills. Ability to prioritize and manage tasks within a fast-paced environment
- Ability to problem solve and work independently by identifying objectives and setting priorities
- Excellent written and verbal communication skills.
- Proficiency in windows-based software and other standard office technology
- Excellent and acute attention to detail
- 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 and the difference between legal information and legal advice
- Ability to remain calm and focused, and to maintain personal boundaries when being presented with difficult or graphic subject matter.
- Excellent self-awareness and established self-care practices

Please forward your cover letter (**noting your salary expectations in the letter**) and resume or CV as a **single PDF document** via email to the attention of **Cameron Ferbey, Director of Finance & Operations** at careers@clg.ab.ca and cc Sheila Pahl, Senior DVFLP Lawyer at FamilyLaw@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 selected for an interview will be contacted.