



## **JOB POSTING**

### **Calgary Legal Guidance Elder Law and Social Benefits 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**

This is a permanent full-time position reporting directly to the Senior Counsel- Practice Management with accountability to the Elder Law Lawyer and the Social Benefits Advocacy Lawyer. As a member of an integrated team, you will perform the duties of a Legal Assistant.

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.

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**

- Serve as the primary contact for potential clients of the Elder Law Program, their family members, and their support workers, who phone, email or drop in at the CLG office
- Assess potential clients for eligibility and suitability for services using CLG's income and asset guidelines and the Elder Law Program's service parameters
- Make referrals to other CLG programs or other agencies as appropriate
- Communicate with SBAP clients, potential clients, and drop-ins as required by the SBAP advocates; serve as the secondary contact for the SBAP Program
- Complete client intakes, create client profiles and open new client files for Elder Law and SBAP
- Schedule client appointments with staff lawyers, students-at-law, volunteer lawyers, and SBAP advocates

- Prepare, review and proofread legal documents (wills, enduring powers of attorney, and personal directives) and correspondence for accuracy
- Witness will signings and commission affidavits of witness; commission other affidavits and statutory declarations, as required
- Provide administrative support with printing, copying, faxing, scanning, and file management for Elder Law and SBAP
- Maintain filing systems for ongoing files, closed files, and original documents
- Record program statistics, client survey data, and volunteer hours for Elder Law and SBAP Programs.
- Serve as primary contact for administrative and legal volunteers in the Elder Law and SBAP Programs.
- Support and train administrative volunteers for Elder Law outreach clinics
- Attend court registries and the Office of the Public Guardian and Trustee for filing and obtaining court documents
- Provide intake/reception backup support, when required
- Provide Lawyer Referral Service (LRS) backup support, when required
- Other administrative support as required in the Elder Law Program and SBAP

## **THE CANDIDATE**

The successful candidate must possess the following qualifications:

- Legal Assistant Certificate or Diploma from a recognized post-secondary institution
- Minimum of 2 years as a legal assistant, with experience in the areas of wills and estates and advance care planning
- Knowledge of and experience with social benefit programs considered an asset
- Commissioner for Oaths appointment considered an asset
- An equivalent combination of post-secondary education and experience may be considered

**NOTE:** Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications.

## **PERSONAL CHARACTERISTICS**

- Knowledge of wills, estates, powers of attorney, personal directives, and adult guardianship and trusteeship
- Ability to work with and manage clients in vulnerable and crisis situations
- Proficiency in windows based software and other standard office technology
- Excellent organizational and time management skills
- Proficiency with project management and setting up effective office systems
- Experience with data base systems is considered an asset
- Ability to problem solve and work independently by identifying objectives and setting priorities
- Strong interpersonal skills to establish and maintain effective working relationships internally and externally
- Able to express ideas clearly and effectively, oral and written
- Exceptional attention to detail to ensure assignments are completed with accuracy
- Committed to promoting a safe work environment for self and others
- Maintain confidentiality at all times
- Approachable, friendly and professional

## 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** by noon on **October 15<sup>th</sup>, 2018**; to the attention of Cameron Ferbey, Director of Finance & Operations via email at [careers@clg.ab.ca](mailto:careers@clg.ab.ca) and cc' the Senior Counsel- Practice Management at [simpsonn@clg.ab.ca](mailto:simpsonn@clg.ab.ca).

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