

JOB POSTING

Calgary Legal Guidance Full-Time Program Coordinator – Sexual Violence Survivors Legal Advice Program

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 domestic violence family law, homelessness, elder law, social benefits, indigenous legal issues, and immigration.

THE ROLE

This is a full-time position in a new program that provides legal and non legal supports for survivors of sexual violence in their interactions with legal systems. This position will support the Program Lawyer to deliver independent legal advice to adult survivors of sexual violence in Calgary and surrounding areas and will facilitate clients' access of and connection with non legal supports. The Program Coordinator will be responsible for intake and communication with clients, scheduling appointments with the Program Lawyer, arranging training seminars for other professionals, and supporting clients with tailored, meaningful, and connected referrals.

The successful candidate will have experience supporting victims of sexual assault and harassment or other forms of violence, and a solid working knowledge of external programs and services available to survivors of sexual violence in Calgary and surrounding areas.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES

- Serve as first contact for all potential clients of the program
- Perform intakes for clients from self-referrals and direct referrals, both externally and internally (screen clients, provide preliminary assessment of client's needs)
- Liaise between clients, the Program Lawyer, and other concerned parties
- Collaborate with Program Lawyer and other CLG program staff to arrange appropriate referrals for clients
- Liaise with other community groups focused on providing support to survivors of sexual violence.
- Coordinate opportunities and support the Program Lawyer to deliver education to the public and to justice system professionals regarding supporting survivors of sexual violence, the legal rights of survivors of sexual violence and the dynamics of sexual violence within legal systems.
- Accurately record initial intake information and client data into client management software

- Manage standard administrative requirements, including opening, maintaining and closing files, preparing, organizing and filing, and tracking correspondence and other documents, scanning and uploading documents.
- Accurately record and maintain statistical information and outcomes measures for the program and provide as requested.
- Assist with the creation of report to funders.
- Create and collaborate on the creation of materials for presentations and program specific content.
- Commitment to ongoing awareness of the effects of the work you do on your well-being (mental, emotional, physical, and spiritual).
- Use techniques to mitigate negative effects as part of your performance of your work, including active participation in regular debriefing, thoughtful discussion, and engagement in other opportunities for personal and professional growth and development within the program and organizationally.
- Commitment to a shared practice of learning about trauma-informed approaches and supporting one another's well-being

THE CANDIDATE

The ideal candidate should possess the following qualifications:

- 1-3 years working in a social services agency
- Experience in trauma-informed service delivery
- Experience responding to first disclosures of sexual assault, sexual harassment, and other forms of violence
- Proficiency in Windows-based software and other standard office technology
- Skills in producing creative materials for presentations and program specific content (ie Canva, PowerPoint) is an asset
- Knowledge of criminal procedure and processes is an asset.
- Bachelor's Degree or Diploma from a recognized post-secondary institution is an asset.
- An equivalent combination of post-secondary education and experience may be considered

PERSONAL CHARACTERISTICS

- Approachable, friendly and professional. Able to represent the program 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
- Strong interpersonal skills and ability to work collaboratively within a team environment
- Ability to problem solve and work independently by identifying objectives and setting priorities
- Respectful, empathetic, and skilled at conflict management
- Understands importance of maintaining client confidentiality and solicitor-client privilege
- Ability to recognize personal biases and address them productively
- Committed to believing and supporting survivors, and demonstrated ability to create space for survivors to define their needs without judgment
- Demonstrated understanding of myths and biases relating to sexual violence, the role of power dynamics and relationships in sexual violence, the myriad of intersecting factors that contribute to power imbalances, the cycle of violence, intergenerational trauma, the neurobiological effects of

trauma, and experience providing trauma-informed advice specific to sexual violence and intimate partner violence.

- Demonstrated understanding of cultural humility and cross-cultural communication and service delivery
- Understanding of and commitment to Truth and Reconciliation
- Ability to screen for suicidality and respond effectively
- Demonstrated ability to maintain healthy boundaries and reflect on the effects of service delivery on own wellbeing
- Committed to promoting a safe work environment for self and others

WHAT WE OFFER

Calgary Legal Guidance (CLG) is proud of our fun, diverse, professional, and energetic workplace culture. We offer a healthy and positive career-life balance that values the contribution of all staff, an on-site gym, weekly in-house yoga classes and your birthday day off! We invite all qualified candidates to apply.

Please forward your resume and cover letter as a **single PDF document** to the attention of **Cameron Ferbey CPA CA, Director of Finance & Operations** via email at careers@clg.ab.ca, cc: Sasha Best, SVSLAP Program Lawyer at bests@clg.ab.ca. and cc: Marina Giacomini, Executive Director at giacomini@clg.ab.ca. The 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. No phone calls please.