



JOB POSTING

Calgary Legal Guidance Temporary Contract Full-Time Domestic Violence Family Law Program Coordinator (Ending March 31, 2024 with a strong possibility of extension)

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

The Domestic Violence Family Law Program (DVFLP) provides legal information, education, guidance, and advice in family law to individuals experiencing family violence, grounded in strengths-based and trauma-informed theory. The DVFLP Program Coordinator works with a team of two lawyers and one RSW advocate to support individuals who do not have legal representation, and who face systemic barriers that may specifically impact them due to their lived experience and identity. This position is the main point of contact for clients, and coordinates scheduling and appointments for clients and program staff, along with ongoing communication and coordination with community partners. An essential part of the coordinator role is networking and developing relationships with community partners. **This is not a legal assistant position.**

This is a temporary contract full-time position (ending March 31, 2024), reporting to the supervising DVFLP Lawyer. **There is a strong possibility of extension.** The role is highly collaborative, and works closely with the DVFLP Lawyers and Advocate, as well as working in collaboration with directors and other CLG staff. The DVFLP is a very collaborative and integrated team, and this position is an essential part of that process. Typical work hours are 8:30am-4:30pm Monday-Friday, with no expectations for evening or weekend work. Flexibility and work from home time 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.

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

- 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 and screen for program fit
- Provide community referrals to clients as appropriate
- Provide immediate safety planning and psychological/suicide first aid where necessary
- Accurately record client information into client management software (Practice Panther) and maintain timely updates.
- Coordinate outreach legal clinic days (including direct scheduling and intake of potential clients), and act as primary contact and liaison between community partners and the DVFLP team
- Manage client appointments, scheduling and rescheduling for the DVFL team in outlook
- Assist with additional administrative tasks on an ad hoc basis
- Develop and maintain relationships with our community partners, specifically Victims Services, Calgary Police Services, Alberta Crown Prosecution Services, and women's shelters in the Calgary area.
- Organize meetings and presentations with community partners to ensure collaboration.
- Deliver presentations or attend to visitors at information booths to establish community awareness.
- Accurately track activities for funding reports
- Attendance at in-person drop-in clinic days at the Calgary Court Centre may be required
- May be asked to support with occasional temporary coverage for aspects of similar roles including the DVFL advocate and the Sexual Violence Survivors Legal Advice Program (SVSLAP) coordinator.

The Candidate

The successful candidate must possess the following qualifications:

- Social work diploma or relevant bachelor's degree from a recognized post-secondary institution, social work preferred
- Training and experience in psychological first aid/suicide screening
- Experience working with people disclosing domestic violence, intimate partner violence or sexual assault
- Educated in receiving first-disclosure from sexual assault survivors
- Networking and presentation skills
- Understands principles of structured and unstructured debriefing. The organization is committed to being trauma-informed and to trauma-resilience. Education or experience in this respect is a must.
- Experience working collaboratively or in a team setting
- Knowledge of the domestic violence sector and services available to clients is considered an asset
- Knowledge of the legal system will be considered an asset. Willingness to learn about the legal system is required
- Registered social worker preferred and considered an asset
- An equivalent combination of post-secondary education and experience may be considered

Personal Characteristics

- Strong emotional intelligence, interpersonal skills, and ability to work collaboratively within a team environment
- Excellent written and verbal communication skills.
- Strong ability to communicate verbally, in person and over the telephone, with considerable confidence in immediate and ad-hoc spoken communication. This role requires near-constant communication during work-hours in a variety of formats including an internal messaging system (Slack) and email, with an emphasis on conversational communication over the telephone or in-person.
- Exceptional organizational and time management skills. Ability to prioritize and manage tasks within a fast-paced environment
- 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.
- Understands the difference between legal information and legal advice
- As the first point of contact and scheduling coordinator, the individual in this position must have strong personal boundaries and the ability to appropriately balance client urgency and need with program ability and capacity.

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 Counsel at FamilyLaw@clg.ab.ca and Marina Giacomini, Executive Director at giacomini@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.