

July 16, 2024

Job Posting #: 01\_2024\_AC

**EXTERNAL AND INTERNAL JOB POSTING**

**Nelson CARES Society – Advocacy Centre**

**Position: Poverty Law Advocate**

**Classification: Temporary Part-Time – 21 hours/week**

**Contract ends March 31, 2025 with possibility of extension depending on funding**

**Location: Nelson, BC**

Nelson CARES Society (NCARES) is a not-for-profit organization that provides programs and initiatives housing, employment, legal information, and support services.

The Advocacy Centre provides legal information and advocacy to low-income residents of the West Kootenay region and supports for victims of relationship and sexual violence.

**Job Summary:** The Poverty Law Advocate provides information, advocacy and support to individuals dealing with issues related to income assistance, disability benefits, tenancy, debt and other legal issues that those living in poverty may face.

**Duties and Responsibilities:**

1. Provides information and advocacy services to individuals who are dealing with issues related to income assistance, disability benefits, tenancy, debt or other legal issues.
2. Develops and maintains an excellent working relationship with Ministry of Social Development and Poverty Reduction (MSDPR) staff and staff of other relevant agencies.
3. Responds in a timely way to requests for service through drop-in, telephone, and scheduled appointments, including provision of intake, assessment and referrals.
4. Provides representation at administrative hearings as appropriate.
5. Maintains up-to-date, accurate and appropriate reporting on forms, client files, and monthly data and statistical record keeping systems.
6. Makes appropriate referrals to other community services to ensure an effective continuum of community support.
7. Maintains a current knowledge of issues related to poverty law, including relevant legislation, policies and procedures.
8. Consults and liaises with community agencies and participates in community groups as required.
9. Participates in public education activities and events designed to raise awareness about poverty law issues in the community.
10. Works cooperatively and collaboratively with other Advocacy Centre staff; contributes to the goals of the agency.
11. Complies with all program and agency standards, procedures, philosophy and ethics.
12. Other related duties as required.
- 13.

## Job Skills and Abilities:

1. Excellent verbal, written, and interpersonal communications skills.
2. Excellent facilitation and presentation skills.
3. Demonstrated respect for diversity and an awareness of the inherent presence of biases respecting race, class, gender, dis/ability, and sexual orientation, as well as ethnic and cultural considerations.
4. Demonstrated ability to work with clients who may be traumatized and marginalized.
5. Excellent negotiation skills.
6. Demonstrated computer literacy.
7. Ability to prioritize and manage time effectively, to work under pressure, to meet deadlines.
8. Ability to work independently within a team setting.
9. Strong problem-solving skills.
10. Good knowledge of community resources.
11. Awareness of and willingness to work on personal issues as they may arise in the course of the work.

## Qualifications:

### Education, Training, and Experience:

- Bachelor of Social Work degree, law degree, or related post-secondary education, or equivalent training and experience.
- Training and/or experience in negotiation.
- Knowledge of relevant legislation, including the *Employment and Assistance, Employment and Assistance for Persons with Disabilities, Canada Pension Plan and Residential Tenancy Acts* and Regulations and relevant policies and procedures.
- Experience in workshop presentation and facilitation.

### Specific Qualifications:

- Satisfactory Criminal Record Check
- Valid B.C. Driver's License
- Reliable personal vehicle available for work

**Compensation** : [\\$29.15/hour](#)  
**Hours** : [7 hours/day, 3 days per week](#)  
**Start date** : [As soon as possible](#)  
**Application Deadline:** [Open until filled](#)

**Please e-mail a cover letter and current resume with e-mail addresses of three references to:**

**Advocacy Centre Program Manager**

Email: [recruitment@nelsoncares.ca](mailto:recruitment@nelsoncares.ca)

*(Please quote position and job posting number on subject line)*

*Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.*

*Nelson CARES Society acknowledges our respect for, and deep gratitude to, all the ancestors and keepers of the land on whose traditional territories we are honoured to live and work.*