

Posted: March 28, 2025

Job Posting #: 1_2025_AC

Nelson CARES Society - Advocacy Centre
INTERNAL/EXTERNAL JOB POSTING
Position: Community Law Advocate
Classification: Permanent Part-Time *(see below for details)*
Location: Nelson BC

The Community Law Advocate works within the Advocacy Centre program and is an employee of Nelson CARES Society. As this is a position of the Nelson CARES Society, it will be carried out consistent with the philosophy of the society which will include working collaboratively and cooperatively internally and in the community. Society values are based on social justice, inclusiveness, safety, dignity, respect for diversity, and equity. Activities are carried out within an anti-poverty, anti-oppressive and anti-violence context.

The Community 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. Takes/facilitates applications for Legal Aid.
6. Maintains up-to-date, accurate and appropriate reporting on forms, client files, and monthly data and statistical record keeping systems.
7. Makes appropriate referrals to other community services to ensure an effective continuum of community support.
8. Maintains a current knowledge of issues related to poverty law, including relevant legislation, policies and procedures.
9. Consults and liaises with community agencies and participates in community groups as required.
10. Participates in public education activities and events designed to raise awareness about poverty law issues in the community.
11. Works cooperatively and collaboratively with other Advocacy Centre staff; contributes to the goals of the agency.
12. Complies with all program and agency standards, procedures, philosophy and ethics.
13. Other related duties as required.

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 have experienced trauma or marginalization.
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:

1. Bachelor of Social Work degree, law degree, or related post-secondary education, or equivalent training and experience.
2. Training and/or experience in negotiation.
3. 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.
4. Experience in workshop presentation and facilitation.

Specific Qualifications:

1. Valid B.C. Driver's License
2. Reliable personal vehicle available for work
3. Satisfactory Criminal Record Check (*application to be completed by Nelson CARES upon hiring*)

Compensation: Starting wage is **\$29.15** per hour (*JES Grid level 12, Step 1*)
Benefits: Eligible after successful completion of 3 month probation
Start Date: May 5, 2025
Hours: **From May 5 to 16, 2025:** 21 hours/week
After May 16, 2025: 32 hours/week
Closing Date: April 7, 2025

How to Apply: Please e-mail a resume, cover letter and 3 references to:

Advocacy Centre Manager – Nelson CARES Society
Email: advocacycentre@nelsoncares.ca
(Please indicate position and job posting number on the 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.
Position will be filled through a competition/selection process.*