

Posted: March 28, 2025

Job Posting #: 2\_2025\_AC

## **Nelson CARES Society - Advocacy Centre INTERNAL/EXTERNAL JOB POSTING**

### **Position: Family Law Advocate**

**Classification: Permanent Part-Time** *(see below for details)*

**Location: Nelson BC**

The Family 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 Family Law Advocate provides a range of legal assistance to individuals in Nelson and surrounding areas. Matters covered include: guardianship, parenting time, parenting responsibilities, child support, spousal support, divorce, protection orders, BC Family Maintenance Agency, mobility/relocation, property and debt division (limited) and child protection (limited).

#### **Duties and Responsibilities:**

1. Supports clients to identify legal issues, prioritize legal needs and determine realistic next steps by providing legal information, referrals and access to legal advice, keeping in mind their specific needs due to family violence, disability, cultural or language barriers, literacy issues, transportation and childcare issues.
2. Makes referrals to help address other related issues, including income supports, housing, safety/criminal matters, immigration and emotional support. Meets weekly with supervising lawyer to consult on client issues and next steps, review court forms and other legal documents/correspondence.
3. Provides brief service/summary/limited service to clients who require additional support to access required information, understand options and identify next steps, including: help navigating self-help/legal research resources, connecting with other supports, applying for legal aid, preparing for/attending appointments with lawyers, preparing for alternate dispute resolution and finding Provincial and Supreme court forms.
4. Provides full service to unrepresented clients who require support to carry out identified steps required to resolve their family law issue, including: help completing Provincial and Supreme Court forms/documents, help organizing documents, court orientation/accompaniment, accompaniment to appointments with lawyers, drafting memoranda to pro bono, legal aid or duty counsel lawyers and emotional support. All limited and full-service files will be closely monitored by supervising lawyer.
5. Attends the Nelson courthouse on family remand days to assist unrepresented litigants by providing information about the court process, connecting them with duty counsel, identifying clients who require additional assistance from the advocate and assisting in dealing with conflict when possible.
6. Organizes/facilitates monthly Family Law Advocate support meetings. Develops and maintains an excellent working relationship with community partners, community agencies, lawyers, court registry staff, Family Justice Counsellor.

7. Responds in a timely way to requests for service through e-mail, telephone and in-person. Maintains client waitlist and schedules appointments accordingly. Maintains up-to-date, accurate and appropriate reporting on client files, monthly data and statistical record keeping systems.
8. Maintains a current knowledge of issues related to family law, including relevant legislation, policies and procedures. Consults and liaises with community agencies and participates in community groups as required.
9. Organizes and participates in public legal information sessions/activities relating to family law. Attends the Law Foundation of BC Family Law Advocate Training Course and annual Provincial Training Conference.

#### **Job Skills and Abilities:**

1. Excellent verbal, written, and interpersonal communications skills. Demonstrated computer literacy.
2. Excellent interviewing skills and solid 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. Ability to prioritize and manage time effectively, to work under pressure, to meet deadlines.
6. Ability to work independently within a team setting.
7. Strong problem-solving skills and good knowledge of community resources.
8. Awareness of and willingness to work on personal issues as they may arise in the course of the work.
9. Mindfulness of one's own experiences and/or privilege, and how these impact 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. An understanding of the impact of biases with respect to race, class, gender, sexual orientation and dis/abilities is essential.
3. Knowledge of relevant legislation, including the *Family Law Act*, *Divorce Act*, *Child and Family Community Services Act* and relevant policies and procedures.
4. Knowledge of the family court system.
5. 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:** 21 hours/week until May 31, 2025, then increasing to 35 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](mailto: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.*