

Job Posting

Temporary - from Immediately to September 30, 2023

Job Title:	Information & Referral Legal Support and Outreach Worker
Wage:	\$26.38/hour
Days/Hours:	35 hours/week
Reports to:	Transitional Housing Programs Coordinator

The role requires a support worker with experience in providing legal information and referrals.

Duties and responsibilities - The successful applicant will:

- Complete legal aid applications with the women we serve
- Accompany women to appointments (virtual phone) with their lawyer
- Support women in gathering necessary documents
- Support women/Women Support Workers to complete a list of chronological events (helpful for first appointments with lawyer)
- Create list of legal advocates
- Assemble a list of feminist lawyers who take legal aid clients
- Work with RISE Legal Centre and other legal advocates like MOSAIC & BWSS to build connections
- Prepare women for lawyer appointments (set expectations about lawyer's time, scope of work)
- Conduct legal research on family law (child custody, divorce, property as it pertains to family matters), immigration, and other related topics
- Advocate with Legal Aid if clients are denied services (for example, when they have property in their name but no access to it)

Education, Training, and Experience

This position requires an individual whose values are aligned with the values and vision of the organization, and who must also possess the following.

- At a minimum, Diploma in Community Social Services
- Specialized knowledge and training on domestic violence from a recognized program
- One year of recent and related experience including experience working with women and children who have experienced violence
- Experience working with women and children specifically in the Social Services sector
- Ability to use relevant software to carry out administrative duties of the job
- Ability to utilize technology to research for relevant information and support operations of the House
- Or, an equivalent combination of education, training, and experience
- Or, other qualifications determined to be reasonable and relevant to the level of work

Skills and abilities:

- Ability to establish and maintain rapport with clients
- Ability to communicate effectively, both verbally and in writing
- Ability to use relevant software, technology, and equipment to carry out the duties of the job
- High attention to detail and excellent organization skills
- Self-starter who can work both independently and in collaboration with others
- Ability to plan, organize, and prioritize with minimal supervision
- Fast learner and ability to follow instructions
- Exceptional time management skills
- Physical ability to carry out the duties of the position

Required:

- Clean criminal records check
- Flexibility in work schedule to meet needs of clients
- Valid Driver's License and access to a vehicle a must

Shifts: Monday through Friday 9 am – 4:30 pm (days and times may change per operational needs)

Email resume and cover letter to Claire, Manager of Operations and Services at manager@dixonsociety.ca

We thank everyone in advance for their interest in this position, but due to the volume of applications, only those shortlisted for interviews will be contacted.

NOTE: only submissions including a Coverletter will be considered.