



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

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## Administrative Legal Assistant/Intake Legal Assistant

<b>Job ID</b>	<b>19-87-2E-41-27-0A</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=19-87-2E-41-27-0A">https://careers.indigenous.link/viewjob?jobname=19-87-2E-41-27-0A</a>	
<b>Company</b>	Legal Aid BC	
<b>Location</b>	Williams Lake, British Columbia	
<b>Date Posted</b>	From: 2021-10-07	To: 2021-10-22
<b>Job</b>	Type: Full-time	Category: Law
<b>Languages</b>	English	

### Description

#### The Opportunity

As the Administrative Legal Assistant/Intake Legal Assistant (ALA/ILA), Parents Legal Centre (PLC), you will be part of a team working to assist parents with child protection matters to reach early collaborative resolutions where appropriate. As part of the Indigenous Services Division of Legal Aid BC the PLCs have a focus on serving Indigenous people.

The Parents Legal Centre takes a holistic approach early in the child protection process to help families stay together where possible. The PLC supports parents to resolve not only their legal matter but also the underlying non-legal issues, such as housing or addictions, which often contribute to protection concerns in the first place. Better outcomes may be achieved when parents access legal advice and support at the early stages in their interaction with child protection authorities.

#### Who We Are

Legal Aid BC provides legal aid to people with low incomes in BC. As a non-profit organization, our goal is to provide legal information, advice, and representation services to some of BC's most vulnerable and marginalized citizens: those who do not have the financial, educational, social or health resources to effectively access the justice system when their families, freedom, or safety are at risk.

#### We Offer

In return for your hard work and experience, you will be rewarded with a competitive annual salary based on your skills and experience, as well as a comprehensive benefits package, including:

Four weeks paid vacation to start that grows the longer you're with LABC

An excellent employee benefits package, where premiums are 100% paid by LABC

A generous pension plan

Support for training and development

An Employee and Family Assistance program

\$200 a year towards Employee Wellness programs

A healthy work/life balance

Social events where employees are given the opportunity to have fun, relax and network with each

other

Generous leave provisions (sick time, special leaves)

13 paid statutory holidays

## **Experience**

The Ideal Candidate

You have completed some Administration, preferably Legal Admin, courses or program, or courses in Law or Sociology (or related disciplines). Preference would be given to candidates that have administrative experience in a law environment, or similar work environment, and one year of intake, or similar, experience. An equivalent combination of education and experience will be considered. You have a strong desire to assist disadvantaged clients, including those experiencing family violence or addiction issues, those with low income, or those with mental disabilities. You have an awareness of a community's cultural diversity, particularly Indigenous cultures. You strive to exceed expectations and are a team player.

## **Essential Skills**

Rated Requirements

Demonstrated ability to communicate effectively by active listening, question and reading to obtain relevant information; to communicate positive or negative information both verbally and in writing, in a tactful and empathetic manner, to internal and external audiences

Demonstrated ability to provide quality customer service in a timely and professional manner while exhibiting diplomacy in a stressful and deadline driven environment

Demonstrated ability to act as a representative of the organization by assuming responsibility for providing courteous, empathetic, knowledgeable service to meeting the expectations of clients and service providers

## **Additional Skills**

Demonstrated ability to proactively identify and analyze problems and make decisions within policy, procedures, and guidelines while exhibiting sound judgment and using discretion where required

Demonstrated ability to establish and maintain professional and effective relationships with co-workers, clients, external agencies, and service providers in an environment which includes competing demands, sensitive issues and potential conflict

Demonstrated ability to both independently and within a team environment, plan, coordinate, organize and prioritize a diverse, high volume workload to effectively multi-tasks and meet deadlines, changing demands and priorities while maintaining accuracy in order to achieve goals and objectives

Demonstrated ability to train, orient, motivate, and provide guidance, and act as a resource to others

Working knowledge of Family and Child Protection Law rules and procedures

General knowledge of methods available to stay current with Family and Child Protection Law and procedure changes

Understanding of Indigenous issues, cultures as well as Indigenous community groups and agencies

Understanding of current issues affecting Indigenous communities

Understanding of traditional native justice concepts, alternative measures, mediation and diversion practices

Awareness of government laws and policies impacting Indigenous peoples

Ability to communicate and relate to Indigenous people and their communities, with sensitivity to cultural and Tribal/Nation differences

Understanding of the structure and history of Indigenous communities within BC

Demonstrated ability to type 45 wpm

Working knowledge of English grammar and spelling

Basic Working knowledge of database systems

Intermediate Working Knowledge of MS Office Suites (word, excel, PowerPoint)

Intermediate Working Knowledge of Outlook

### **Other**

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. Legal Aid BC is committed to building a skilled, diverse workforce reflective of Canadian Society. Members of equity-seeking groups are encouraged to apply.

### **How to Apply**

Click Apply Now!