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
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Intake Legal Assistant

Job ID	**5C-EF-5C-4F-11-DF**
Web Address	https://careers.indigenous.link/viewjob?jobname=5C-EF-5C-4F-11-DF
Company	Legal Aid BC
Location	Vancouver, British Columbia
Date Posted	From: 2020-11-19 To: 2020-11-26
Job	Type: Full-time Category: Law
Job Start Date	As soon as possible
Job Salary	$46,339 - $52,917
Languages	English

Description

The Opportunity

To provide front-line contact and intake services to the public, provide legal information, verified legal advice, assess eligibility for legal aid and may provide legal secretarial and administrative support to staff lawyer(s) and paralegal(s).

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 BCâ€™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.

Responsibilities

As an Intake Legal Assistant, your duties will include:

â€¢ To provide front-line contact and intake services to the public.

â€¢ To provide legal information, verified legal advice, assess eligibility for legal aid.

â€¢ To provide legal secretarial and administrative support to staff lawyer(s) and paralegal(s).

This will include performing intake services through the Call Centre, at Main Street Court house and lock-up, Robson Square Provincial Court, Youth Court lock-up, Downtown Community Centre and other offsite locations.

The Ideal Candidate

You have post-secondary education in Law, Criminology, Sociology or related discipline supplemented by a minimum of two (2) yearsâ€™ relevant experience. You have a strong desire to assist disadvantaged clients, including those experiencing family violence or addiction issues, those with low income, those with mental disabilities, or those whose first language is not English. You strive to exceed expectations and are a team player.

How to Apply

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.