



# 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  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Intake Legal Assistant

<b>Job ID</b>	<b>A9-EC-65-12-2A-46</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A9-EC-65-12-2A-46">https://careers.indigenous.link/viewjob?jobname=A9-EC-65-12-2A-46</a>	
<b>Company</b>	Legal Services Society	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2019-12-27	To: 2020-06-24
<b>Job</b>	Type: Full-time	Category: Law
<b>Job Salary</b>	\$24.45-\$27.91 Hourly Rate	
<b>Languages</b>	English	

### Description

#### The Opportunity

This is a casual position and will not have an on-going schedule of hours. The position is required to assist when there is a high volume or backlog of work and for vacation/sick coverage.

#### Who We Are

The Legal Services Society 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.

#### Responsibilities

As an Intake Legal Assistant, your duties will include:

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

- To provide legal information, verified legal advice, assess eligibility for legal aid.

- 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, Social Work, and/or Legal Assistant Certificate supplemented by a minimum of two (2) years relevant experience in a legal environment. 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.

If you are interested in joining us visit our careers page for the full job posting at [www.lss.bc.ca](http://www.lss.bc.ca) and apply now!

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted.

The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.

### How to Apply

Interested candidates should submit a covering letter, together with a resume, outlining how their qualifications meet the above position requirements, to:

LEGAL SERVICES SOCIETY

Human Resources Department

400-510 Burrard Street

Vancouver, BC V6C 3A8

Fax: (604) 682-0725

E-mail address: [resumes@lss.bc.ca](mailto:resumes@lss.bc.ca)

Please indicate competition #B065-19, position title, and whether you are an internal or external applicant in the posting in the email subject line.