



# 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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## Administrative Legal Assistant/Intake Legal Assistant, Parents Legal Centre

<b>Job ID</b>	<b>EF-5D-8D-36-BC-A1</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=EF-5D-8D-36-BC-A1">https://careers.indigenous.link/viewjob?jobname=EF-5D-8D-36-BC-A1</a>	
<b>Company</b>	Legal Services Society	
<b>Location</b>	Duncan, British Columbia	
<b>Date Posted</b>	From: 2019-11-19	To: 2020-05-17
<b>Job</b>	Type: Fixed-term	Category: Law
<b>Job Start Date</b>	February 3, 2020	
<b>Job Salary</b>	\$44,649-\$50,987	
<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 Services Society (LSS), 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:

The Legal Services Society (LSS) is the provincial legal aid provider in British Columbia. As a non-profit organization, our goal is to provide legal information, advice, and representation services to people with low incomes in BC. We assist 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.

As PLC Administrative Legal Assistant/Intake Legal Assistant you will:

- Provide administrative support to the PLC lawyers and advocates/paralegals;

- Provide front line services to the public and intake services, including taking client information, identify legal problems and urgency, assess eligibility, give legal information and verify legal advice, check conflicts and make appointments;

- Draft, produce routine correspondence and legal documents, answer telephone inquiries, provide information on services offered or direct to other services;

- Manage client filing system (paper and electronic);

- Process and maintain program data, databases, data input and reporting;

- Liaise with other agencies in the community that provide assistance to our clients;

- Work in collaboration with PLC team (managing lawyer, lawyer(s), paralegal/advocate(s) and other administrative legal assistant(s)) and liaise with other LSS intake assistants.

The Ideal Candidate:

You have completed Legal Administration courses or program, or courses in Law or Sociology supplemented by a minimum of five (5) years of administrative experience in a law environment and one (1) year of intake experience. 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.

We Offer:

A competitive annual salary, as well as a comprehensive benefits package, including:

- four weeks paid vacation to start that grows the longer you are with LSS
- an excellent employee benefits package, where premiums are 100% paid by LSS
- a generous pension plan
- support for training and development
- an Employee and Family Assistance program
- the opportunity to participate in various Employee programs (Employee Wellness, etc.)
- generous leave provisions (sick time, special leaves)
- 13 paid statutory holidays

VISIT OUR WEBSITE AT [www.legalaid.bc.ca](http://www.legalaid.bc.ca)

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. Preference will be given to applicants of indigenous ancestry that meet the requirements for the position. We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted.

### **How to Apply**

For more information, please see LSS website for the position(s) posting with full job requirements:

<https://www.lss.bc.ca/general/currentVacancies.php>

Interested candidates should submit a cover letter, together with a résumé, outlining how their qualifications meet the position requirements and quote competition number B059-19.