

Seniors First BC Society (SFBC)

Position: Part-time lawyer Elder Law Clinic

Reports to: Executive Director and Director of the Elder Law Legal Clinic

Description:

Through the Elder Law Clinic program, SFBC offers legal information, summary advice, partial and full representation services to older people who are in need of legal assistance or who are vulnerable to abuse, and who cannot afford to hire a lawyer. Through the Elder Law Clinic, we provide:

- Seven monthly in-person legal consultation clinics in Vancouver, Burnaby, Surrey, New Westminister, North Vancouver and Richmond. These are staffed by our lawyers;
- Legal consultations with our lawyers over the telephone for seniors and people who care about them, throughout the province;
- Trial preparation assistance to self-represented seniors to guide them in preparing and reviewing documents for advancing their cases before the Small Claims Court and the Supreme Court of British Columbia; and
- Legal supervision to our Legal Advocate, who assists seniors with residential tenancy issues, debt, and access to pension benefits. Our legal advocate is supervised by one of our lawyers.

Responsibilities:

Under the direction of the Executive Director and within SFBC's established policies and procedures, the Staff Lawyer will carry out the following:

- Provide legal information and advice to low income older adults, and concerned third parties (friends\relatives/service providers) over the phone or in person.
- Provide legal representation to Elder Law Clinic clients, and maintain a case load of Elder Law Clinic client files.
- Represent clients in court, at tribunals, in alternate dispute resolution settings and carry out formal and informal advocacy on behalf of clients.
- Deliver presentations and workshops at conferences and public forums regarding the legal rights of older adults.
- Assist in the identification of key law reform issues affecting older adults and in the development of litigation and representation strategies.
- Liaise with other social justice law practitioners, legal advocacy programs, members of the elder law bar and senior serving non-profit organizations. Provide information about eligibility for SFBC's Elder Law Clinic and encourage appropriate referrals to the Clinic.
- Assist in the maintenance of the legal information and resources on SFBC's website.

- Work collaboratively with other staff lawyers and volunteer lawyers, the Executive Director and other Seniors First BC management staff to develop new programs and initiatives and to respond to community needs for legal services as well as opportunities for law reform work on behalf of clients.
- Carry out any other duties requested by the Executive Director.
- Comply at all of the times with the Law Society of British Columbia Rules and Code of Professional Conduct.
- Supervise Legal Advocate

Qualifications:

- A member in good standing with the Law Society of British Columbia.
- Minimum 5 years of practice experience.
- Excellent interpersonal and communication skills
- Excellent advocacy and problem solving skills
- Excellent English language skills, both verbal and written
- Highly organized and excellent time management skills
- Ability to take initiative and to work in a team environment
- Ability to work under pressure to meet deadlines
- Understanding of trauma-informed approach to legal work and experience working with marginalized communities
- Cultural competency and ability to work with older adults from various cultural communities
- Satisfactory criminal records check

Desired additional skills:

- Fluency in a second language
- Experience in the non-profit sector (a minimum of two years' experience)
- Experience with elder law, litigation, administrative law, human rights, and social assistance programs.