



## **Employment Opportunity**

### **Poverty Law Advocate**

The Burnaby Neighbourhood House is a multi-service community based charitable organization that provides a wide range of programs and services to the residents of Burnaby. BNH is the umbrella organization for Burnaby Community Services Society who receives funding for the Poverty Law Advocate from the BC Law Foundation. We are looking for a compassionate, knowledgeable, initiative-taking Poverty Law Advocate to work within the BNH teams and local community to provide comprehensive advocacy services to marginalized individuals and families. The position is based at our Brentwood location at 2055 Rosser Street, Burnaby.

#### **General Duties and Responsibilities:**

1. Provide a full continuum of services in the areas of income support programs both provincially and federally on residential tenancy, debt, and other legal and rights related supports. This includes providing support information, referrals, completion of forms, applications for government identification, written communications on behalf of the client, negotiation and mediation, written appeals and assistance and representation at tribunal hearings, arbitration, and other related processes.
2. Preparation and provision of public legal education workshops on poverty law initiatives.
3. Oversight and support of volunteers who assist individuals with form filling for access to various government benefits and supports.
4. Develops and maintains working relationships with the Ministry of Social Development, other government and service agencies and local community.
5. Maintenance of an "ID Bank" for individuals who require ID replacement and safe storage.
6. Maintains complete and accurate statistics and records for all program activities.
7. Administrative tasks including record keeping, file management and reporting to accredited standards.
8. Promotion and marketing of the program's services.
9. Works collaboratively with the BNH staff teams to receive referrals of individuals who could benefit from the services of the poverty law advocate.

#### **Qualifications:**

- Legal or paralegal training with two years community experience. Alternatively, lived experience with poverty may be considered.
- Minimum two years' experience in tenancy, disability, and income support programs; advocacy.
- Ability to read, understand, and interpret legislation, regulations, and policies

- Ability to negotiate and mediate with landlords, government, and other agencies on behalf of clients
- Ability to work with and supervise volunteers
- Self-motivated with well-developed case management and planning skills; organization, time management, problem solving and decision making skills essential
- Knowledge of local community resources and an awareness and understanding of poverty and diversity related issues.
- Intermediate computer skills, proficiency in Office products such as Excel, Word, and Outlook; as well as experience in working with databases
- Ability to multi-task, prioritize, and delegate in a fast-paced, diverse, community environment
- Understands the need for high professional ethical standards, discretion, flexibility and humour
- May be required to work the occasional weekend or evening
- Excellent interpersonal communication skills – written and verbal.
- Ability to work independently and as part of a team.
- Double vaccinated against Covid 19
- Current Criminal record check.
- Class 5 drivers license and access to a vehicle an asset
- 2<sup>nd</sup> Language an asset

**Accountability:**

The Poverty Law Advocate reports directly to the BNH North House Program Director and will be mentored by the existing Poverty Law Advocate

**Hours & Pay rate:**

Part time - 18 hours per week

Rate of pay: \$25.50/hour (+4% vacation pay)

**Deadline: December 9<sup>th</sup> or until position is filled**

To apply please email resume to: [simoneg@burnaby nh.ca](mailto:simoneg@burnaby nh.ca) No phone calls please.

***Training by the BC Law Foundation will be provided***

Thank you for your interest in this position, however, only short listed candidates will be contacted.

*Burnaby Neighbourhood House is a community driven and community funded agency located on the unceded territories of the Tsleil-Wauthuth (səlilwətaʔ), Kwikwetlem (kʷikwəłəm), Squamish (Sḵw̱xwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəy̅əm) nations with a unique focus on neighbours supporting neighbours.*