



IMMIGRATION & REFUGEE LEGAL CLINIC

Posted: December 23, 2022

Position: **Legal Support Worker - Immigration and Refugee Legal Clinic**
Temporary Full-time (35 hours per week) Monday – Friday
3-year contract - March 2023 - March 2026

Job Summary:

The Immigration and Refugee Legal Clinic ([IRLC](#)) is seeking a Legal Support Worker to join our team. The Legal Support Worker will provide case coordination and legal administrative support for a new project focused on providing legal advice and representation to survivors of gender and family violence in Canada.

Who we are:

The IRLC is the only legal clinic dedicated to refugee and immigration law in British Columbia. IRLC provides free legal advice and representation, with interpretation services, for low-income people across BC on immigration and refugee law matters. We aim to reach those who fall through the cracks of our legal system and provide them with excellent, respectful, and caring legal advice and representation. Alongside our casework, we advocate for change on issues that repeatedly come up for our clients by engaging in systemic litigation and law reform efforts. We provide legal education to community groups and service providers across BC. Clinic staff also serve as mentors to law students and junior lawyers interested in the refugee and immigration law field. The three core values that guide IRLC's work are: legal excellence, accessibility and respect and care.

The clinic was jointly created by the Province of British Columbia and the Law Foundation of BC after the BC Government's External Review of Legal Aid services recommended a refugee legal clinic be established to "take on urgent and complex cases" and supplement the legal aid system.

The IRLC operates as an independent program, hosted by ISSofBC. The Legal Support Worker would be an employee of ISSofBC. The work location is Vancouver.

Responsibilities:

- Supporting the Staff Lawyers in the provision of legal services to clients who have experienced gender and family violence including communicating with clients and service providers, assisting with gathering and organizing client information and documents, drafting correspondence and legal documents.
- Case coordination including making effective referrals for clients to community supports and services and coordinating with other service providers.
- Assisting with client intake, including taking client information, checking conflicts, and making appointments.
- Contacting medical, legal, tribunal and court offices as necessary to obtain necessary information at the direction of staff lawyers.

- Answering telephones, route calls, take messages and ensure that staff lawyers are informed of important information, communications, dates, and requirements.
- File management and administrative support including filing, file organization, and scanning.
- Tracking dates independently with respect to client files and practice management.
- Process and maintain program data, databases, data input and reporting.
- Report program outcomes and challenges to Staff Lawyers.
- May assist with litigation support, as needed
- Performing other related duties as assigned.

Qualifications:

Completion of a legal assistant, paralegal or equivalent program of study supplemented by a minimum of three (3) years of experience in the role **OR** an equivalent combination of education, training, and experience acceptable to the employer **OR** significant experience working in the anti-violence sector in a client-facing role. Ability to speak a second language is an asset.

Skills and Abilities:

- Demonstrated commitment to equity and inclusion including a personal approach that values all individuals and respects differences in regard to race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, and socio-economic circumstance.
- Demonstrated experience/knowledge of the immigration and refugee systems in Canada.
- Strong attention to detail and accuracy, and ability to multi-task, organize and meet deadlines.
- Excellent interpersonal skills as a powerful, mature, and efficient communicator who can accommodate and work effectively with people with disabilities.
- Advanced knowledge of Microsoft Office including Word, Excel, PowerPoint and Outlook, and expertise or ability to become an expert user of legal management software Clio.
- Excellent composition, grammar, spelling, and editing/proofreading skills.
- Must possess a high degree of personal initiative and to work independently as well as within a team.
- Commitment to work collaboratively and respectfully toward resolving obstacles and/or conflicts.
- Ability to be flexible as circumstances and assignments change.
- Discretion to perform all duties with complete confidentiality.
- Required to possess and maintain a clear Criminal Record Check

Compensation: \$58,000 per annum; extended health and dental benefits; employer-matched RRSP plan; vacation and sick pay.

How to Apply:

Individuals interested in this role are invited to submit:

- An expression of interest in letter format (PDF)
- A resume or CV (PDF)

Please email in PDF format. Please use subject line "Legal Support Worker Position" and email to info@irlc.ca by 4pm on January 20, 2022.

Applications will be considered on a rolling basis. Candidates are strongly encouraged to apply as early as possible. While all applications are considered, only those applicants selected to be interviewed will be contacted.

IRLC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants from equity-seeking groups to apply. If you belong to one of these groups, we encourage you to self-identify in your cover letter.