



IMMIGRATION & REFUGEE LEGAL CLINIC

Posted: August 18, 2023

Position: **Legal Assistant/Intake Support Worker - Immigration and Refugee Legal Clinic**

Temporary 1.0 full-time (35 hours per week) with the possibility of 0.8 part-time (28 hours per week) if preferred by the successful candidate

Monday – Friday

1 year contract - September 2023 - September 2024 - with the possibility of extension

Job Summary:

The Immigration and Refugee Legal Clinic ([IRLC](#)) is seeking a Legal Assistant/Intake Support Worker to join our team. The Legal Assistant/Intake Support Worker will be the first point of contact when answering the IRLC phone line, provide referral information and triage callers who meet the IRLC mandate. The Legal Assistant/Intake Support Worker will also support the Community Legal Worker with intaking information for summary advice appointments and provide support to lawyers working in the IRLC's Gender Violence Legal Representation Project.

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 Assistant/Intake Support Worker would be an employee of ISSofBC. The work location is Vancouver.

Responsibilities:

- Supporting the Community Legal Worker and Lawyers in the provision of legal services to clients, including communicating with clients and service providers, assisting with gathering and organizing client information and documents, drafting correspondence and legal documents, including legal forms.
- Answering telephones, route calls, take messages and ensure that staff lawyers are informed of important information, communications, dates, and requirements.
- Greeting and directing visitors to the office as appropriate

- Providing front line services to the public and intake services, including taking client information, checking conflicts, and making appointments.
- Case coordination including making effective referrals for clients to community supports and services and coordinating with other service providers.
- Contacting medical, legal, tribunal and court offices as necessary to obtain necessary information at the direction of staff lawyers.
- File management and administrative support including filing, file organization, and scanning.
- Compiling document books for filling.
- 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.
- Running general errands.
- Performing other related duties as assigned.

Qualifications:

Completion of a legal assistant, paralegal or equivalent program of study. Experience working in a similar role and experience working in the anti-violence sector in a client-facing role are assets. Ability to speak a second language is an asset.

Skills and Abilities:

- Strong attention to detail and accuracy, and ability to multi-task, organize and meet deadlines.
- 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.
- 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:

- Between \$48,000 per annum (\$26.37/h) and \$55,000 per annum (\$30.22/h) commensurate with experience for 35 hours per week (prorated if the position is filled for 28 hours per week).
- Extended health and dental benefits.
- Eligible for Employer RRSP contribution at 3% with no required employee contribution. Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Paid vacation and sick leave granted based on eligibility.

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 Assistant/Intake Support Worker Position” and email to info@irlc.ca **by 4pm on September 8, 2023.**

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-identity in your cover letter.