

Family Law Advocate

Full-time, 35 hours/week

Job Summary:

To provide information, referral, and advocacy in the legal context of family law and child protection. Assist with family law related documentation including, but not limited to, Provincial and Supreme Court applications, responses and counterclaims. Provide general legal guidance and assist clients with court preparation. Provide public with legal education and related support with other services in Chilliwack.

Qualifications:

Education, Training and Experience:

- Bachelor's Degree in a related Human/Social Services field.
- Advocacy training or experience.
- Minimum of two (2) years recent related experience, specifically in legal processes and family law.

Job Skills and Abilities:

- Familiarity with and ability to navigate relevant BC family law statutes: BC Family Law Act, The Child, Family and Community Services Act, the Interjurisdictional Support Order Act and the Divorce Act.
- Familiarity with the Federal Child Support Guidelines and Spousal Support Advisory Guidelines.
- Knowledge and experience in the areas of family law and child protection.
- Maturity and capacity to manage a demanding case load while maintaining work/life balance.
- Demonstrated ability to work effectively with clients with diverse backgrounds and vulnerabilities.
- Demonstrated ability to establish trusting relationships.
- Ability to work independently as well as seek assistance, advice and/or direction as appropriate.
- Excellent interpersonal, communication and analytical skills.
- Knowledge of legal community and social services available to clients in Chilliwack.
- Excellent file management and experience with client and professional ethics.
- Strong understanding of privacy and disclosure laws relating to family law practice.
- Strong computer and other technological literacy
- Valid driver's license and reliable vehicle with appropriate insurance.

Key Duties and Responsibilities:

1. Perform all duties and responsibilities under the guidance of contracted supervising lawyer.
2. Provide information, triage and referral service via client interviews to identify and summarize legal issues, prioritize legal needs and assist with navigating legal systems including appropriate referrals to family law duty counsel, pro-bono or low-bono lawyers, legal aid and appropriate non-legal resources.
3. Provide information on legal systems, to clients, as appropriate to promote early resolution of legal problems.
4. Support consensual dispute resolution, as appropriate.
5. Identify documents and evidence required to support client positions.
6. Interpret legal language for clients.
7. Prepare Provincial and Supreme Court Family Law applications, responses and counterclaims as required.
8. Assist clients with affidavit and exhibit preparation. Complete in-depth interviews in order to draft Affidavits as appropriate.
9. Draft courts orders as required.
10. Provide assistance for legal research and self-advocacy by assisting the client to draft documents.
11. Accompany clients to Family Management Conferences (FMC) and Judicial Case Conferences (JCC) as required.
12. Explain orders and/or agreements and how they impact the client's rights and obligations.
13. Assist clients with on-line Legal Aid BC applications.
14. Prepare and draft client Legal Aid BC appeals when appropriate by gathering evidential material (exhibits/documentation) from the client before drafting an argument to Legal Aid BC that support why a client's application should be reconsidered.
15. In case of violence provide safety planning, risk assessment and refer to appropriate resources (transition houses, trauma counseling, victim services, police, etc.).
16. Provide public education workshops and development materials for distribution to the public, when time allows.
17. Assist with the development and maintenance of high professional standards with respect to policy, file management, client communication and professional ethics.
18. Maintain client files and reporting systems as per the Law Foundation of BC requirements.
19. Prepare Advocate portion of interim and annual reports to be sent to law foundation together with Director.
20. Promote the service in the community and do public relations work relative to job responsibilities.
21. Fulfill other administrative responsibilities.
22. Complete all mandatory learning requirements.
23. Perform other relevant duties as may be required.

General:

- Wage rate as per BCGEU Collective Agreement, Unique (Under Review) – Grid 14 - \$35.82 plus health and dental benefits.
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Advocacy Director.

To apply for this position, please go to our website at: <https://www.comserv.bc.ca/careers/>

Internal Staff apply through your ADP Work Force Now Career Centre.

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short-listed applicants will be contacted.

Closing Date: August 26, 2026