

## **Job Posting: Family Law Advocate - Opportunities Community Services Society**

**Location:** Campbell River, British Columbia

**Position Type:** Full-time 35 hours per week

**Salary:** \$27- \$30 commensurate with experience

**Application Deadline:** Open until filled

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### **About Opportunities Community Services Society:**

Opportunities Community Services (Opportunities) is a non-profit organization based in Campbell River, BC, and providing services to northern Vancouver Island. For over 35 years, we have been dedicated to supporting low-income residents in our community by offering a wide range of services, including legal advocacy, career management, and social programs.

Our mission is to promote legal resources to those who are experiencing barriers due to social, physical, or economic challenges. We are committed to helping individuals navigate family law and community law matters, particularly those who are not eligible for Legal Aid.

We are currently seeking a **Family Law Advocate** to join our team and assist low-income individuals who are facing family law issues, such as separation, divorce, child support, and parenting arrangements. If you're passionate about supporting individuals through difficult legal challenges and helping them access vital resources, we encourage you to apply.

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### **Position Overview:**

As a **Family Law Advocate**, you will provide legal information, personal support, and assistance with navigating family law matters for low-income individuals in the Campbell River and North Island region. This role is ideal for someone who is compassionate, detail-oriented, and committed to empowering others through education and support.

While the Family Law Advocate will not represent clients in court, you will assist clients with court preparation, document drafting, and connecting them to the necessary resources. You will also provide assistance with accessing Legal Aid and support services in a wide range of family law matters.

### **Key Responsibilities:**

- **Legal Information & Education:**  
Provide accessible, understandable information on family law matters, including the Family Law Act; Divorce Act; Child, Family and Community Services Act; and more.
- **Court Support & Documentation:**  
Assist clients with the preparation of court forms and documents, provide guidance on the court process, and offer personal support during legal proceedings. Attend court with clients as needed to provide additional follow-up supports and organization.
- **Personal Support:**  
Offer empathetic, personalized support to clients as they navigate challenging family law issues. Recognize the sensitive nature of family matters and ensure clients feel heard, validated, and supported.

- **Referrals & Resource Access:**

Connect clients with community resources such as counselling services, Indigenous cultural supports, parenting programs, and more. Assist with applications for other legal support services.

- **Advocacy Services for Family Law:**

Provide information, education, and summary advice in matters such as:

- Guardianship and parenting time
- Child support and spousal support
- Desk order divorce
- Separation agreements
- Protection orders
- Property and debt (up to \$20,000)
- Child protection matters

Help clients access relevant legal services and provide supported dispute resolution where necessary. For cases outside of the family law scope, refer clients to appropriate resources.

- **Public Legal Education:**

Deliver public presentations and written materials on family law topics. Engage with the community to increase awareness and understanding of legal rights and processes.

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## **Qualifications:**

- **Education:**

A post-secondary degree or diploma in a relevant field, such as social work, legal studies, or human services, is preferred.

- **Training provided:**

A mandatory Law Foundation of British Columbia training program must be attended and successfully completed.

- **Experience:**

Previous experience in family law, social services, or community-based advocacy is an asset. Experience working with low-income populations and individuals facing significant life challenges is highly valued.

- **Skills & Abilities:**

- Strong knowledge of family law principles, including relevant legislation in British Columbia (Family Law Act, Divorce Act, etc.).
- Ability to explain complex legal concepts in clear, accessible language.
- Exceptional organizational skills and attention to detail.

- Strong interpersonal skills and ability to provide emotional support in stressful situations.
  - Proficiency in Microsoft Office and willingness to learn new software tools.
  - **Personal Attributes:**
    - Empathetic, patient, and an excellent listener.
    - Strong problem-solving skills.
    - A genuine commitment to helping individuals through difficult personal circumstances.
  - **Other:**
    - Understanding and respect for Indigenous cultural practices and the unique challenges faced by Indigenous communities is an asset.
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### **How to Apply:**

If you're dedicated to helping others navigate complex family law matters and are passionate about supporting low-income individuals, we want to hear from you! Please submit your resume and cover letter to **[[resume@ocss.ca](mailto:resume@ocss.ca)]**, outlining your qualifications and explaining why you're a great fit for this role.

Opportunities Community Services Society encourages applicants from diverse backgrounds and individuals who understand the unique needs of Indigenous communities. We are an equal opportunity employer, and we thank all applicants for their interest. However, only those selected for an interview will be contacted.

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