



LEGAL **HELP** CENTRE

SUMMER STUDENT OPPORTUNITIES - FULL TIME POSITIONS

Legal Help Centre of Winnipeg, Inc. (“LHC”) is a not-for-profit organization with a mandate to help disadvantaged members of our community understand and access their social and legal rights by providing referrals, legal assistance, information and education.

Summer Students will work in all areas of LHC's service delivery, including interviewing clients, conducting legal/social research and managing client files.

Duties and Responsibilities:

- Conducting client intake interviews during our Clinics which run every Monday and Wednesday from 9:00am-12:00pm, Monday from 1:00-4:00pm and on Tuesday and Friday afternoons from 1:00-4:30pm
- Conducting client intake interviews at our outreach organizations
- Providing appropriate help to clients which may include:
 - Providing legal information
 - Making phone calls/sending e-mails on the client's behalf to individuals or outside agencies
 - Assisting clients in completing legal documents/forms/letters
 - Helping the client to identify and access other services or agencies
- Following up with clients which may include:
 - Conducting legal research
 - Drafting court documents
 - Referring the client to community resources
 - Communicating with the client on a regular basis and setting up additional client appointments
- Attending to the Court of Queen's Bench and providing assistance at Family Uncontested Motions Court one day per week
- Attending at Small Claims Court as required
- Maintaining client files and records, including database entry
- Researching and writing plain language legal information materials
- Assisting with administrative tasks
- Other duties as assigned

Qualifications:

The successful candidates will have completed 1st or 2nd year of law school. The ideal candidate will have previous related experience, including experience with interviewing clients, conducting legal research, and file management. The successful candidate must have a solid knowledge of basic legal concepts. The ability to write clearly and in plain language will be an asset to this position.

Candidates must be able to work with both a diverse group of clients and post-secondary students from other faculties.

Priority will be given to students who self-identify as Indigenous, a visible minority or a person with a disability.

Expectations:

The individuals selected must be self-motivated and able to work independently. They must be able to work in a team environment as they will work alongside volunteers and other staff members. They must be respectful of, and sensitive to the different cultures and backgrounds of LHC clients. Client confidentiality is expected at every level of interaction with clients.

Terms of Employment:

- Students must be available to commence work May 14, 2018 and must be available to work until August 24, 2018
- Students must be available to work full-time weekday hours
- We anticipate hiring 4 students

How to Apply:

Interested individuals can apply by sending a cover letter, resume and copies of transcripts by e-mail to natasha@legalhelpcentre.ca addressed to the attention of:

Natasha Brown
Legal Director
Legal Help Centre of Winnipeg, Inc.
Unit 202-393 Portage Avenue
Winnipeg, Manitoba R3B 3H6
Phone: (204) 258-3094

Application Deadline: February 14, 2018