



LEGAL HELP CENTRE IS LOOKING FOR A STAFF LAWYER

Legal Help Centre of Winnipeg Inc. (LHC) is a non-profit organization that provides free legal and social resources to lower income individuals. At the same time, LHC offers valuable practical experience to university students as they prepare for careers in legal and community service. Our goal is to provide accessible services, improve access to justice and respond to community needs. You would be working in a collaborative and resourceful environment which values the diversity of the people it hires and serves.

For a better appreciation of LHC, view our most recent [Annual Report](#) or our [website](#).

JOB TITLE: Staff Lawyer (Full Time - 35 hours/week)
REPORTS TO: Executive Director
SALARY: (\$75,000-\$85,000) - depending upon experience
CLOSING DATE: **January 4, 2024**

JOB PROFILE: Ensure competent legal service to members of the public, provide mentorship and instruction so students can develop essential career skills, and create and implement service programs that meet identified community needs.

AS THE STAFF LAWYER YOU WILL:

- Supervise legal services in accordance with the Law Society of Manitoba;
- Participate in recruitment, placement and experiential learning opportunities for students from various disciplines (law, social work, criminal justice, conflict resolution, etc.);
- Approve case management work on client files;
- Supervise and attend with students during client interactions and court appearances;
- Take an active role on more complex files, including: direct contact with clients, preparation of documents, and appearances in court or tribunals where appropriate;
- Recruit and schedule volunteer lawyers for clinics;
- Participate in development and delivery of orientation and training for students and volunteers; and
- Create legal education resources.

YOUR SKILLS AND QUALIFICATIONS INCLUDE:

- Good standing with the Law Society of Manitoba and eligibility to act as a principal;
- Minimum of 5 years of law practice experience;
- Recent legal practice, particularly in family law.
- Working knowledge in other areas, such as estate administration, small claims, civil, administrative, and/or immigration would be an asset;
- Demonstrated sensitivity to the realities and challenges facing social and economically disadvantaged community members;
- Experience working with a diverse clientele;
- Experience in supervision, teaching and/or mentoring;
- Demonstrable organizational, leadership and teamwork skills;
- Experience in managing files with limited resources; and
- Capable of providing appropriate guidance to students in a busy clinical environment.

APPLY:

Send a resume & cover letter by **Thursday, January 4, 2024** to Paula Hamilton, Acting Executive Director at paula@legalhelpcentre.ca. Only candidates selected for interviews will be contacted.