

SACRED WOLF FRIENDSHIP CENTRE



145A-8950 GRANVILLE ST
PO BOX 2041
PORT HARDY, BC
V0N 2P0

Program Director
Tracy Hamilton
email: pdswfc@telus.net
Ph: 250-902-0552

EMPLOYMENT OPPORTUNITY : Poverty Law Advocate

Hours: 35/week

Salary: Commensurate with experience plus benefits

Start date: April 1, 2019

This position provides comprehensive advocacy services to marginalized individuals and families for income assistance, disability assistance; to maintain tenancy, Canada Pension Plan Disability, Employment and Insurance, debt, and other income support related programs. Provides assistance and representation through administration hearing processes.

Duties:

- Maintain a caseload of a maximum of 5 clients per week
- Assist clients with completing and submitting applications to appropriate services ie, CPP, Disability, E.I, etc.
- Assist clients with obtaining and completing rental agreements, addressing tenant/landlord complications, evictions, appeals, arbitration, and tribunals when needed
- Provide education to groups regarding their rights, their eligibility to additional supports such as financial assistance, supplements, disability, employment standards, and insurance
- Research, develop and deliver resources to the public
- Work in one on one and/or group settings to support client with capacity and strength building
- Act as a liaison between clients and other agencies when necessary
- Develops and maintains working relationships with the Ministry of Social Development, other government agencies, other service agencies and the community
- Work as part of Sacred Wolf team to coordinate larger community events
- Develop reports and maintain statistics on client case load and other programs for the year
- Maintain client files
- Attend training as required- some travel can be expected or may be required

Qualifications/skills:

- Minimum two years post-secondary education
- Two years of experience in tenant, disability and income support programs advocacy an asset, an ability to read, interpret and understand legislation, an analytical ability and the ability to negotiate and mediate on behalf of clients with landlords and government agencies etc. necessary

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- Excellent interpersonal skills, including verbal and written skills, team oriented and exercises good judgment
- Self-motivated with well-developed case management and planning skills; organization, time management, problem solving and decision making skills essential
- Knowledge of local community resources and an awareness and understanding of poverty related issues
- May be required to work the occasional weekend or evening

Benefits:

100% employer paid coverage for extended health and dental

Generous paid time off, starting at 3 weeks

Closing Date: March 8, 2019

Please submit resume and cover letter with three references in person or via email to Tracy Hamilton at 145A 8950 Granville Street or at pdswfc@telus.net